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ABSTRACT

This booklet contains the rules, regulations, and minimum essentials governing the preparation and certification of teachers, administrators, and other school personnel in the state of Oklahoma. (JD)

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STATE OF OKLAHOMA
DEPARTMENT OF EDUCATION

TEACHER EDUCATION, CERTIFICATION
and
ASSIGNMENT HANDBOOK



RULES, REGULATIONS, AND MINIMUM ESSENTIALS
GOVERNING THE PREPARATION AND CERTIFICATION
OF TEACHERS AND ADMINISTRATORS

July, 1975

State Board of Education

ED141304

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OKLAHOMA STATE DEPARTMENT OF EDUCATION

**Section of Teacher Certification
and Education**

**TEACHER EDUCATION, CERTIFICATION,
AND ASSIGNMENT HANDBOOK**

Revised July, 1975

**Issued by:
STATE BOARD OF EDUCATION
OLIVER HODGE MEMORIAL BUILDING
OKLAHOMA CITY, OKLAHOMA 73105**

Dr. Leslie Fisher, State Superintendent of Public Instruction

This publication, printed by the Latimer County News - Tribune, Wilburton, is issued by the Oklahoma State Department of Education, as authorized by Leslie Fisher, State Superintendent of Public Instruction. Four thousand copies have been prepared and distributed in which the cost in the amount of \$2,127.38 was paid from funds derived from "Teachers' Certificate Fund" and an additional cost to the taxpayers of the State of Oklahoma of \$1030.64 or total of \$3,158.02

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FOREWORD

Standards for teacher preparation and certification reflect the philosophy inherent in the total educational program. A sound school system is based on the quality of its personnel. The recruitment, preparation, certification and continuing education of teachers are vital concerns of the State. The direct handling of admission, preparation, and continuing education are major assignments to institutions of higher learning. Adequate provision for these responsibilities is a foremost concern of the State Board of Education.

In the area of professional standards for teachers, our state ranks high nationally. I know that you join me in being proud of our past record and our present standing. It is the duty of the State Board of Education to set standards and to lead the way toward constant improvement of teacher education and growth opportunities for teachers in the State. Many groups and a great number of individuals have been responsible in developing and administering professional standards in Oklahoma. The Professional Standards Board, created by the State Legislature in 1969, serves in an advisory capacity to the State Board of Education in matters of teacher education and certification. I wish to extend my appreciation to all who have helped to establish and maintain standards for the preparation and practice of members of the profession.

Oklahoma uses an "approved-program approach" to certification. The term "approved program approach" refers to the approval of teacher education programs within an institution of higher education located within the State. The processes leading to approval of programs include visiting the institutions and evaluating their programs with teams of professional personnel under the leadership of the Office of the State Superintendent of Public Instruction.

I am aware that our institutions of higher education have been diligent in their effort to improve teacher education and provide for quality programs in Oklahoma.

I believe that standards should be forward looking, flexible, and cooperatively developed. I want to express my sincere appreciation to many people who have assisted in constructing these minimum requirements.

Leslie Fisher
State Superintendent of Public Instruction

STANDARDS SAFEGUARD OUR FUTURE

(Article VI, Section 85, paragraph B. and C, pages 63 and 64, School Laws of Oklahoma, 1975.)

B. "No board of education shall have authority to enter into any written contract with a teacher who does not hold a valid certificate issued or recognized by the State Board of Education authorizing said teacher to teach the grades or subject matter for which the teacher is employed. Any board of education paying or authorizing the payment of the salary of any teacher not holding a certificate, as required herein, shall be adjudged to be guilty of a fraudulent expenditure of public funds and members voting for such payment shall be held jointly responsible for the return of the amount of any public monies thus expended, upon suit brought by the district attorney or by any interested citizen in the district where such funds have been expended."

C. "It shall be the duty of the county superintendent of schools and the district superintendent of schools under whose supervision teachers have been contracted to teach to certify to the treasurer of the contracting district the names of the teachers holding valid certificates with whom contracts have been made and the names of substitute teachers employed in accordance with law. Said treasurer shall not register any warrant issued in payment of salary to any teacher whose name is not included in such list and shall be liable on his official bond for the amount of any warrant registered in violation of the provisions of this section."

The above, and other, provisions of law, Sections 28-111, make it mandatory that teachers be certificated, that standards be adopted by the State Board of Education for the qualifications of teachers, and that rules and regulations be formulated for their certification in the interest of the public. The main purpose of teacher certification is to guarantee, to parents, teachers for their children with acceptable, appropriate qualifications. Inherent in the fulfillment of this purpose is the service to society of providing a good educational opportunity to its members as a means for its advancement. The laws which establish such service and designate the responsible agency for carrying it out also imply a mandate of enforcement.

The State Board of Education, in organizing for implementing rules and regulations formulated and approved, having as their objective the fulfillment of this responsibility, has set up three sections. These sections are the Sections of Teacher Education, Certification, and the Section of Accreditation. Each section has its role in the co-operative process of initiating, instituting, implementing, and enforcing professional standards for teaching. The role of each section is briefly stated as follows:

SECTION OF TEACHER CERTIFICATION

The Section of Certification has the responsibility to issue appropriate standard certificates to those who have completed approved programs of teacher education in Oklahoma, have fulfilled all general requirements, and are recommended by authorized officials at the institutions where such preparation was completed. It is the further responsibility of this section to evaluate the credentials of those applying for certificates from without the

state and those applying for non-standard certificates from within the state and to issue such certificates when it is judged that requirements for the same have been satisfactorily met. All certificates issued will show by endorsement, the teacher's academic area of specialization.

SECTION OF TEACHER EDUCATION

It is the duty of this section to furnish leadership in the development of high-quality programs of teacher education in the colleges and universities of Oklahoma, to aid in any manner possible in the co-ordination and continuous improvement of these programs, and to assist the Professional Standards Board in performing its delegated function as advisor to the State Board of Education in matters pertaining to teacher education, which function includes the making of recommendations for the approval of teacher-preparation programs.

SECTION OF ACCREDITATION

It is the function of the Section of Accreditation to issue an approval credential to all teachers holding a valid teacher's certificate. The approval credential states the assignments which may be accepted in an accredited school by a certificated teacher and defines the authorization of the teacher's certificate held. The Section of Accreditation will also function as the enforcing agent, through accreditation, of proper teacher assignment in Oklahoma with appropriate certification and subject-matter qualifications as evidenced by the approval credential.

Dr. Bill Siler
Administrator of the Section of Teacher Certification

Mr. Ronald Carpenter
Administrator of the Section of Teacher Education

Mr. Bill Harris
Director of Accreditation

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ACCREDITATION AND APPROVAL

INTRODUCTION

There are twenty colleges and universities in Oklahoma which are approved by the State Board of Education to carry on teacher-education programs. Nineteen of these institutions of higher education have been accepted as members of the North Central Association of Colleges and Universities, and the other institution is making normal progress toward regional accreditation. Fourteen of the institutions are accredited by the National Council for Accreditation of Teacher Education.

Each of the institutions engaged in the preparation of teachers is visited regularly by a representative of the State Board of Education, normally by the Administrator of the Section of Teacher Education. The colleges and universities having approved programs annually file a report on the status of teacher education, and an evaluation of the teacher-certificate programs at each institution is done at least every five years. These evaluations are carried out by the Professional Standards Board under authority vested in it by the State Board of Education.

Teaching certificates are issued by the State Board of Education upon formal request by regular application provided the applicant has satisfied all general requirements of eligibility and has met academic standards applicable to the certificate sought.

A person who did his teacher preparation in an Oklahoma institution of higher education shall have completed an approved teacher-preparation program of the same kind and type as the certificate sought if the class of certificate applied for require completing such an approved program. Temporary certificates and those provisional teaching certificates which do not involve completing an approved certificate program are issued upon the basis of the credentials of the applicant in terms of certification requirements.

Out-of-state applicants are required to complete a teacher-preparation program, appropriate to the certificate sought, in an institution approved for teacher education by the State Department of Education in the state where the college attended is located, which teacher-education program substantially meets all the requirements normally imposed upon in-state applicants.

Recommendation of the applicant as being of good character and having the general fitness to be licensed to enter the profession, by the preparing institution, is a prerequisite for the issuance of all standard and provisional certificates.

The approval credential is a supplemental credential required of all classroom teachers. To obtain an approval credential to teach in an elementary school or a specific subject in a secondary school, one shall hold the appropriate teaching certificate valid in Oklahoma and shall satisfy the criteria for the particular approval credential desired (see pp.) or the Annual Bulletin for Elementary and Secondary Schools.

LIST OF ACCREDITED COLLEGES

The following chart shows the institutions approved for teacher education by the Oklahoma State Board of Education and their accreditation status.

Institutions	Town	Approved by State Board	NCA ¹	Accredited NCATE ²	by Regents ³
Bartlesville Wesleyan College	Bartlesville	X	—	—	X
Bethany Nazarene College	Bethany	X	X	—	X
Cameron University	Lawton	X	X	—	X
Central State University	Edmond	X	X	X	X
East Central Oklahoma State University	Ada	X	X	X	X
Langston University	Langston	X	X	X	X
Northeastern Oklahoma State University	Tahlequah	X	X	X	X
Northwestern Oklahoma State University	Alva	X	X	X	X
Oklahoma Baptist University	Shawnee	X	X	X	X
Oklahoma Christian College	Oklahoma City	X	X	X	X
Oklahoma City University	Oklahoma City	X	X	—	X
Oklahoma Panhandle State University	Goodwell	X	X	—	X
Oklahoma State University	Stillwater	X	X	X	X
Oral Roberts University	Tulsa	X	X	—	X
Phillips University	Enid	X	X	X	X
Southeastern Oklahoma State University	Durant	X	X	X	X
Southwestern Oklahoma State University	Weatherford	X	X	X	X
The University of Oklahoma	Norman	X	X	X	X
University of Science and Arts of Okla.	Chickasha	X	X	X	X
The University of Tulsa	Tulsa	X	X	X	X

¹ North Central Association of Colleges and Universities

² National Council for Accreditation of Teacher Education

³ Oklahoma State Regents for Higher Education

Listed Below are the Teacher Preparing Institutions and the Approved Certificate Programs as of June 30, 1975

Oklahoma College or University	Early Childhood Education	Elementary Education	Art	Health & Physical Educ.	Music (Combined)	Music (Instrumental)	Music (Vocal)	Language Arts	Speech	Foreign Language	Journalism	Mathematics	Science	Social Studies	Home Ec. General	Agriculture General	Business Education	Bookkeeping & Cler. Pract.	Industrial Arts	Librarian - school	Counselor - school	Psychometrist	School Nurse	Reading Specialist	A.V. Specialist	Administrator- Ele. Prin.	Administrator- Sec. Prin.	Administrator- Supt.	Driver & Safety Educ.	Special Ed. - M.H.	Special Ed. - P.H.	Special Ed. Deaf & HH	Spec. Ed.-Speech Correc.	Special Ed. - L.D.	Special Ed. - E.D.	Distributive Ed.-Voc.	Trade & Industrial Ed.	Vocational Technical Ed.	Voc. Bus. & Office Ed.	Agriculture (Vocational)	Home Ec. (Vocational)	Health Occupations	Visiting Counselor				
Bartlesville Wesleyan College	x																																														
Bethany Nazarene College	x	2x		x	x	x	x	2x	x	x		x	x	x	x		x	x						x																							
Cameron University			x	x	x	x	x	x	x			x	x	x	x																																
Central State University	x	2x	2x	2x	2x	2x	2x	2x	2x	2x	x	2x	2x	2x	2x		2x	2x	2x	2x	x	x	x	x	x	x	1x	1x		x	2x	2x		2x	2x	2x	x							x	x		
East Central Okla. State Univ.		2x	2x	2x		2x	2x	2x	2x	2x		2x	2x	2x	2x		2x	2x	2x					x	x	1x	1x	1x		x	x	x															
Langston University			x	x		x	x	x	x			x	x	x			x	x	x																												
Northeastern Okla. State Univ.	x	2x	2x	2x	2x	2x	2x	2x	2x	2x		2x	2x	2x	2x		2x	2x	2x	2x	x	x				1x	1x	1x		x	2x	x		2x	x												
Northwestern Okla. State Univ.	2x	x	2x	2x	2x	2x	2x	2x	2x	x		2x	2x	2x	2x		2x	2x	2x	x	x				x	1x	1x	1x																			
Oklahoma Baptist University		x	x	x		x	x	x	x	x	x	x	x	x	x		x	x																													
Oklahoma Christian College		x	x	x	x	x	x	x	x	x		x	x	x	x		x	x																													
Oklahoma City University	2x	2x	x	x		2x	2x	2x	2x	2x		2x	2x	2x			2x	2x																													
Okla. Panhandle State Univ.		x	x	x	x	x	x	x	x			x	x	x	x		x	x	x	x																											
Oklahoma State University	2x	2x	2x	2x	2x	2x	2x	2x	2x	2x	x	2x	2x	2x	2x	2x	2x	2x	2x	2x	2x	x	x		x	x	x	x	x	x	2x	2x		2x	x		2x	2x	2x	x	2x	2x					
Oral Roberts University		x	x	x		x	x	x	x			x	x	x			x																														
Phillips University		2x	x	2x		2x	2x	x	x	x		2x	2x	2x			2x	2x		x						1x	1x	1x						2x													
Southeastern Okla. State University	x	2x	x	x	2x	2x	2x	2x	2x	x		2x	2x	2x	x		2x	2x	2x	x	x				x	1x	1x	1x		x	x																
Southwestern Okla. State University	x	2x	2x	2x	2x	2x	2x	2x	2x	x		2x	2x	2x	2x		2x	2x	2x	2x	x	x	x		x	x	x	1x	1x		x	x															
University of Oklahoma	x	2x	2x	2x	2x	2x	2x	2x	2x	2x	2x	2x	2x	2x	2x		2x	2x	2x	2x	x	x			x	x	x	x	x		x																
Univ. of Sci. & Arts of Okla.	x	x	x	x		x	x	x	x			x	x	x	x		x	x																													
University of Tulsa	x	2x	2x	2x	2x	2x	2x	2x	2x	x	x	2x	2x	2x					2x						x	x	x	x		2x	x	x	2x	x													

TEACHER-EDUCATION PROGRAMS

Teacher-certificate programs carried on by those institutions of higher education which are officially sanctioned by the State Board of Education for purposes of teacher preparation are approved or disapproved on an individual basis.

The issuance of certificates authorizing the holder to teach in the public schools of the state is based upon the completion of an approved teacher-certificate program of the kind and type of certificate sought. One expecting to be certificated as a teacher should attend a college or university having an approved program for the certificate which he is working toward; otherwise, additional course work may be necessary to satisfy requirements.

Minimum essentials for the institutional development of all teacher-certificate programs are prescribed by the State Board of Education. No program is approved which does not at least comply with these minimum essentials.

Applicants, in order to be eligible for certification, shall do their work in an institution approved by the State Board of Education for teacher-education purposes. Such work shall be a part of an approved teacher-certificate program except as provided for transfer credit if preparation were done in an Oklahoma college or university.

Oklahoma institutions of higher education which are engaged in the preparation of teachers are expected to provide teacher-certification services for their students. These services shall include: (1) completion of the application by furnishing an official, up-to-date transcript as a part thereof, (2) initial processing and evaluation of the certificate application, (3) an appraisal of the applicant as to his character and general fitness to be licensed to enter the teaching profession and furnishing a statement to the Administrator of the Section of Teacher Certification in the State Department of Education, reflecting the opinion formed, (4) certifying as to whether the student has satisfactorily completed all academic requirements for the certificate being applied for, (5) checking application to see that all eligibility requirements for certification as a teacher have been complied with, including payment of fee to the State Board of Education, and (6) transmitting the completed application to the office of the Administrator of the Section of Teacher Certification in the State Department of Education with a recommendation as to whether the applicant should be certificated if the application be for a certificate which requires completion of an approved certificate program.

Applicants taking their college training for teaching outside of Oklahoma shall have taken their work in an institution recognized as acceptable for teacher-education purposes by the State Department of Education of the state in which the institution is located. Work taken in an institution not approved as specified above cannot be counted in fulfilling requirements for certification. The Administrator of the Section of Teacher Certification in the Oklahoma State Department of Education shall determine, from credentials presented if the applicant has completed a training program comparable to an approved State program and be otherwise eligible for certification. A statement from the preparing institution as to the applicant's character and

general fitness to be licensed to teach school is required for those seeking the standard or provisional certificate.

COLLEGE CREDIT

Only work completed in standard, accredited colleges and universities, or transfer credit validated by them, will be accepted as a basis for teacher's certificates. The grade average of the applicant, on all work submitted in qualifying for teacher certification, shall be equal to or higher than that required for graduation from the school or division of teacher preparation of the recommending institution in order for him to be eligible for certification.

Students transferring credit from Colleges out of state, or from State colleges not having an approved program for the particular teacher's certificate in view, to an Oklahoma college or university having an approved program of preparation for the certificate contemplated shall have their work evaluated and accepted by the receiving institution. Transferring students shall expect to satisfy all requirements imposed by the approved program of the receiving institution in qualifying for a standard certificate.

Sixty-four semester hours of credit taken in an accredited junior college may be counted toward satisfying the general education and specialized education requirements of an approved certificate program. Work taken in an accredited junior college after achieving sixty-four or more semester hours may count towards certification in areas of general education and specialized education providing (1) it is lower division work and (2) is applicable in meeting the approved program of certification of the recommending institution and (3) no elementary methods courses such as methods in teaching arithmetic, fine arts, health and physical education, reading, language arts, science and social studies are acceptable and (4) at least eight semester hours of upper division credit in the area of specialization must be completed in an institution having an approved program in the area of concern.

The amount of college credit earned during one year, including correspondence and extension work, which can be used in meeting certification requirements, will be controlled by the rules and regulations of the college or university. It is provided, however, that not more than one-fourth of the work presented to satisfy requirements in any area of preparation (professional education, general education, specialized education) nor more than one-fourth of the total academic work submitted in an approved teacher-certificate program may be taken by correspondence and/or extension study.

Teacher-preparing institutions of higher education will be expected to advise and encourage students pursuing a program leading toward a teacher's certificate, for which they do not have an approved program, to transfer to an institution having an approved program for the certificate contemplated at an early stage in the students' preparation. Colleges and universities may recommend, for standard certificates, only those who have completed all requirements stipulated in an approved teacher-certification program for the certificate sought at that institution.

All applicants for standard or provisional teacher certificates who took

their college training in an institution outside of Oklahoma shall be required to have the recommendation of the institution where they received their training. This recommendation shall certify that the applicant possesses good character and the general fitness to be licensed as a member of the teaching profession. All out-of-state applications will be evaluated by the Administrator of the Section of Teacher Certification in the Oklahoma State Department of Education, who will determine if the applicant has substantially met the required standards and is therefore eligible for certification.

Applicants for standard or provisional teacher certificates, basing their qualifications on work done in an Oklahoma institution are required to present a statement from the preparing institution as to whether they have the character and general fitness to be licensed to enter the profession and whether they have met all academic requirements. In addition, those applicants who have completed an approved teacher-certificate program in an institution shall secure recommendation for certification from the institution where the program was completed.

A limited amount of work, not to exceed ten semester hours, used to satisfy the requirements in general education in meeting certification standards, may also be used in satisfying requirements in the area of specialization of all elementary-secondary and secondary certificate programs.

CERTIFICATES

The following excerpt from the Oklahoma Statutes gives authority to, and places full responsibility upon, the State Board of Education in matters related to the preparation and certification of teachers and other school personnel:

"The State Board of Education shall have full and exclusive authority in all matters pertaining to standards of qualification and the certification of persons for instructional, supervisory, and administrative positions and services in the public schools of the state, and shall formulate rules and regulations governing the issuance and revocation of certificates for county superintendents of schools, district superintendents of schools, principals, supervisors, librarians, school nurses, visiting teachers, classroom teachers, and for other personnel performing instructional, administrative, and supervisory services."

KINDS, TYPES, AND CLASSES OF CERTIFICATES ISSUED

Five kinds of school-service certificates are issued; these are:

1. Professional school-service personnel certificate.

2. Secondary school certificate (Grades 7-12).
3. Elementary-secondary school certificate (Grades 1-12).
4. Elementary school certificate (Grades K-8).
5. Special certificates.

Endorsement on the face of the certificate, according to the approved certificate program completed in qualifying, shows the type of certificate which has been issued.

The class of certificate determines its term of validity. There are four classes of certificates issued of most kinds; these are:

1. Professional (or permanent class) certificate.
2. Standard (or permanent class) certificate.
3. Provisional (or limited-term-of-validity class) certificate.
4. Temporary (or emergency class) certificate.

TERM OF VALIDITY

The effective date of all certificates issued is July 1, when requirements are fully met prior to September 1 of the year in which they are issued. Certificates issued on qualifications which are completed after September 1 of the year in which the certificates are issued shall be effective from the date requirements are completed.

The professional and standard certificates are permanent certificates contingent upon proper renewals. The professional certificate is normally issued for a term of validity of seven years and the standard certificate is issued for a term of validity of five years. The professional certificate may be extended for seven years and the standard certificate for five years upon compliance with prescribed conditions. The validity of the professional and/or standard certificates shall be effective from the date of issuance, as shown on the face of the certificate, to the expiration date, which shall normally be seven years for the professional certificate and five years for the standard certificate from the nearest thirtieth day of June preceding or following the effective date as shown.

The provisional certificate is limited in its validity to a term of three years. It shall be in effect normally from the date of issuance, as shown on the face of the certificate, to the expiration date three years from the thirtieth day of June preceding or following the effective date shown, whichever is nearer. Provisional certificates are not renewable, except that the school superintendent's certificate may be renewed one time, the non-degree school nurse, and trade and industrial education certificates may be renewed indefinitely.

The temporary certificate has limited validity and is good only until the thirtieth day of June of the school year for which it is issued. This certificate is issued only in emergency cases upon request and recommendation of a

local school superintendent, who shall state the school's intention to employ the applicant if the certificate be granted. All such certificates granted are valid only within the school district upon whose request they are granted.

In no instance shall an initial certificate, the issuance of which is contingent upon the applicant's holding a valid teaching certificate, be issued for a period of time extending beyond the expiration date of the teaching certificate held by the applicant. Such certificate may have the term of validity extended for the remainder of its normal time upon renewal of the teaching certificate upon which its issuance is based.

AUTHORIZATION OF CERTIFICATES

An appropriate, valid certificate, issued by the State Board of Education, authorizes the holder to contract with local boards of education and to receive payment from public funds for rendering professional services: only those possessing valid certificates from the State Board of Education may legally do so. (Article VI, Section 85, paragraph B, p. 63, School Laws of Oklahoma, 1975.)

The specific use of each kind of certificate, in terms of the nature of services which the holder is permitted to render, is regulated by rules of the State Board of Education under authority of law. The extent of use for which each kind of teaching certificate is valid depends upon the approval credential held.

The professional school-service personnel certificate authorizes the holder to perform only the usual functions indicated by the type of certificate held. No approval credential is necessary unless the holder teaches classes.

The secondary-school certificate authorizes the holder to teach those subjects of junior and senior-high-school level which are included on his approval credential.

The elementary-secondary school certificate authorizes the holder to teach the subject specified by the type of certificate held in Grades 1-12 when a proper approval credential is held and, in addition, conduct classes in other subjects, on the secondary-school level, which are included on the holder's approval credential.

The elementary school certificate authorizes the holder to teach all subjects in Grades Kindergarten through 8 provided the holder has an appropriate approval credential.

The early childhood education certificate authorizes the holder to teach all subjects in nursery and kindergarten.

The special certificate authorizes the holder to teach only the subjects of the area of specialization, at grade level specified on the certificate, which the approved credential includes.

Non-teaching certificate pertains to service unrelated to instructional or supervisory duties within the school and authorizes the holder to perform the following special duty.

The school census and attendance certificate authorizes the holder to supervise the taking of the annual school census and to serve as a general attendance officer.

GENERAL REGULATIONS

Teaching Certificates

The applicant shall be a citizen of the United States of America or shall submit official evidence of the possession of a valid declaration of intention at the time of application, except this shall not apply to teachers from other countries teaching in the United States on an exchange basis.

The applicant shall be a graduate of an accredited four-year college or university and shall hold the standard baccalaureate degree, the only exceptions being the trade and industrial education teachers and those applying for the temporary or provisional special certificate for industrial cooperative training and technical education and school nurses.

A person applying for a professional, standard or provisional teaching certificate shall have completed at least eight semester hours of college credit within the past five years.

After July 1, 1976, no person shall be granted a standard certificate to teach in the public schools of this state unless he has satisfactorily completed a course of two or more semester hours in the education of the exceptional child.

The course shall include instruction on identification of children with learning disabilities caused by neurological disorders, mental retardation, and sociological factors. The course shall provide information on methods and techniques for teaching exceptional children, sources of referral and assistance to teachers and parents.

One who holds an expired professional or standard certificate is not eligible for a provisional certificate of the same type but is required to meet requirements for its renewal or a new professional or standard certificate.

Anyone who has completed an approved professional or standard certificate program and who meets all other requirements, including having had at least eight semester hours of college credit in the past five years shall be allowed five years in which to apply for the certificate without having to do additional work regardless of changes in requirements during that time.

A person who does not apply for the certificate within the allowed five-year period is required to meet existing requirements at the time of application and to have taken an additional eight semester hours of college credit in the past five years.

Experience in an accredited school during the five years just past may be substituted for the eight semester hours of credit at the rate of three semester hour's credit for each year of such experience.

The applicant shall possess the character and general fitness to be licensed to enter the teaching profession, according to student rating by the preparing

institution, to be eligible for the professional, standard or provisional certificate.

The applicant shall present a statement on the regular State Board of Education form, signed by a licensed physician, certifying that the applicant is in good health and free of any communicable disease. Only one such health certificate is required within the same six-month period when more than one certificate is applied for during that period of time.

An applicant for a certificate which requires completion of an approved certificate program shall be recommended by the preparing institution for the certificate desired if work was completed in Oklahoma.

Applicants for the temporary certificate shall present a declaration of intent to employ together with a statement that a fully qualified teacher is not available and a request for the issuance of a certificate from a local school superintendent.

Evidence of having completed all academic course requirements specified for the certificate desired shall be presented as a part of the application. A statement from the preparing institution, declaring the applicant to have completed an approved teacher-education program of the same type as the certificate sought, will normally be accepted as satisfying this requirement for those seeking a certificate which requires completion of an approved program who did their preparation in an Oklahoma college or university.

A fee of one dollar to the State Board of Education shall accompany all applications.

MINIMUM ESSENTIALS FOR APPROVED TEACHER-CERTIFICATE PROGRAMS

Institutions shall satisfy the minimum standards specified and meet all conditions enumerated under Minimum Essentials for Approved Teacher-Certificate Programs for each teacher-preparation program for which they seek approval or desire continued approval.

REQUIREMENTS FOR CERTIFICATES

PROFESSIONAL SCHOOL-SERVICE PERSONNEL CERTIFICATE

ADMINISTRATOR (SCHOOL SUPERINTENDENT- COUNTY AND DISTRICT)

The holder of a professional school-service personnel-administrator (school superintendent)-certificate is authorized to serve legally as county superintendent of schools in any county of Oklahoma and to act legally as superintendent of schools in administering any school system as defined and approved by the State Board of Education. This certificate does not authorize the holder to administer an elementary-school or a secondary-school unit of a school system as a non-teaching principal except when the original issuance of the certificate was made prior to October 1, 1956.

STANDARD SCHOOL SUPERINTENDENT (COUNTY AND DISTRICT)

The applicant shall satisfy all general regulations for eligibility (see pp. 9-10).

The applicant is required to have had two years of satisfactory teaching, supervisory, or administrative experience.

The applicant shall hold and maintain a valid Oklahoma professional, standard (or life) elementary, elementary-secondary, or secondary school certificate.

The applicant shall hold (or have held) the provisional professional school-service personnel-administrator (school superintendent) certificate.

The applicant shall have had a minimum of one full year of satisfactory administrative experience as a school superintendent during the period of validity of the provisional-administrator (school superintendent)-certificate, which he holds or has held.

The applicant shall hold a master's degree granted by an institution accredited by and in good standing with a regional accrediting association.

The applicant shall have completed an approved two-year graduate program in educational administration for the standard professional school-service-personnel-administrator (school superintendent) certificate if preparation was completed in Oklahoma.

Applicants basing their qualification upon credentials from out of state are required to satisfy all academic requirements and conditions specified by the Minimum Essential for Approved Teacher-Certificate Program.

Institutions carrying on this program shall be accredited by a regional accrediting association.

The program shall include at least 30 semester hours of graduate work in school administration and other work appropriate to school administration beyond such work as is required for the provisional certificate. This 30 semester hours of graduate credit must be postmaster's work completed at an institution accredited at the sixth year level.

Such graduate credit shall include some work in each of the following areas:

1. General school administration, including purposes of modern public education.
2. Organization and supervision of the elementary and secondary schools.
3. Determination and construction of curricula for elementary and secondary schools.
4. Measurements, statistics, and/or evaluation appropriate to general administration.
5. Specialized phases of administration, such as school law, school finance, school buildings, public relations, school survey techniques, and/or program planning.

Work in any of the above areas, taken as a part of the program for the provisional certificate, may be waived if taken on the graduate level; this will not reduce the amount of postmaster's degree work in school administration required.

Special Provision

The holder of a valid standard professional school-service personnel-administrator-certificate of any type (elementary school principal, secondary school principal, school superintendent) is considered to be eligible for a standard administrator's certificate of another type upon application provided he met all requirements for and could have received the certificate sought at the time the original of the standard certificate he now holds was issued. (Prior to 1956)

PROVISIONAL SCHOOL SUPERINTENDENT (County and District)

The applicant shall satisfy all general regulations for eligibility.

The applicant is required to have had two years of satisfactory teaching, supervisory, or administrative experience.

The applicant shall hold a valid Oklahoma elementary, elementary-secondary, or secondary school certificate.

The applicant shall have completed an approved program for the provisional professional school-service personnel-administrator (school superintendent)-certificate if preparation was done in Oklahoma.

Applicants basing their qualifications upon credentials from out of state are required to satisfy all academic requirements and conditions specified by the Minimum Essentials for Approved Teacher-Certificate Programs.

Institutions carrying on this program shall be accredited by a regional accrediting association.

The program shall include completion of all work required for the master's degree.

The program shall include not fewer than eight semester hours of work at the graduate level in school administration and professional education, which work normally will be accepted as a part of an approved program for the standard certificate.

Provisional certificates, in the areas where they are issued, are not normally renewable except that the administrator, school superintendent, type professional school-service personnel certificate may be renewed one time, provided that the applicant has completed 15 semester hours of credit within the three-year period of validity of the provisional certificate.

ADMINISTRATOR (SECONDARY SCHOOL PRINCIPAL)

The holder of a professional school-service personnel-administrator

(secondary school principal)--certificate is authorized to serve legally as principal of any secondary school in any school district in Oklahoma.

STANDARD SECONDARY PRINCIPAL

The applicant shall satisfy all general regulations of eligibility. (pp. 9-10).

The applicant is required to have had two years of satisfactory teaching, supervisory, or administrative experience.

The applicant shall hold and maintain a valid Oklahoma professional, standard (or life) elementary-secondary or secondary school certificate.

The applicant shall hold (or have held) the provisional professional school-service personnel-administrator (secondary school principal)--certificate.

The applicant shall have had a minimum of one full year of satisfactory administrative experience as a secondary school principal during the period of validity of the provisional professional school-service personnel-administrator (secondary school principal)--certificate, which he holds or has held.

The applicant shall hold a master's degree granted by an institution accredited by and in good standing with a regional accrediting association.

The applicant shall have completed an approved program for the standard professional school-service personnel-administrator (secondary school principal)--certificate if preparation was completed in Oklahoma. Institutions carrying on this program shall be accredited by a regional accrediting association.

Applicants basing their qualifications upon credentials from out of state are required to satisfy all academic requirements and conditions specified by the Minimum Essentials for Approved Teacher-Certificate Programs.

The program shall include at least 16 semester hours of graduate work in school administration and other work appropriate to school administration beyond such work as is required for the provisional certificate. Such graduate credit shall include some work in each of the following areas:

1. Secondary school administration and supervision, including purposes of the modern secondary school.
2. Determination and construction of the secondary school curriculum.
3. Measurements, statistics, and/or evaluation appropriate to the secondary school.
4. Special phases of secondary school administration, such as guidance, public relations, and/or program planning.

Work in any of the above areas, taken as a part of the program for the provisional certificate, may be waived if taken on the graduate level; this will not reduce the amount of postmaster's degree work in school administration required.

The 16 semester hours of graduate credit must be postmaster's work completed at an institution accredited at the sixth year level.

Special Provision

(The special provision applies to standard professional school service personnel-administrator-certificates which were issued prior to October 1, 1956.)

PROVISIONAL SECONDARY PRINCIPAL

The applicant shall satisfy all general regulations for eligibility.

The applicant is required to have had two years of satisfactory teaching, supervisory, or administrative experience.

The applicant shall hold a valid Oklahoma elementary-secondary or secondary school certificate.

The applicant shall have completed an approved program for the provisional professional school-service personnel-administrator (secondary school principal)-certificate if preparation was done in Oklahoma.

Applicants basing their qualifications upon credentials from out of state are required to satisfy all academic requirements and conditions specified by the Minimum Essentials for Approved Teacher-Certificate programs.

Institutions carrying on this program shall be accredited by a regional accrediting association.

The program shall include completion of all work required for the master's degree.

The program shall include not fewer than eight semester hours of work, at the graduate level, in school administration and professional education, which work normally will be accepted as a part of an approved program for the standard certificate.

The Provisional Secondary Principal certificate is not renewable. Therefore, requirements for the standard certificate must be met before another certificate can be issued.

**ADMINISTRATOR (ELEMENTARY SCHOOL PRINCIPAL)
(PLAN A)**

The holder of a professional school-service personnel-administrator (elementary school principal)-certificate is authorized to serve as principal of any elementary school in any school district in Oklahoma.

STANDARD ELEMENTARY PRINCIPAL

The applicant shall satisfy all general regulation for eligibility.

The applicant is required to have had two years of satisfactory teaching, supervisory, or administrative experience.

The applicant shall hold and maintain a valid Oklahoma professional, standard (or life) elementary certificate.

The applicant shall hold (or have held) the provisional professional school-service personnel-administrator (elementary school principal)--certificate.

The applicant shall have had a minimum of one full year of satisfactory administrative experience as an elementary school principal during the period of validity of the provisional professional school-service personnel-administrator (elementary school principal)--certificate, which he holds or has held.

The applicant shall hold a master's degree granted by an institution accredited by and in good standing with a regional accrediting association.

The applicant shall have completed an approved program for the standard professional school-service personnel-administrator (elementary school principal)--certificate if preparation was completed in Oklahoma.

Institutions carrying on this program shall be accredited by a regional accrediting association.

Applicants basing their qualifications upon credentials from out of state are required to satisfy all academic requirements and conditions specified by the Minimum Essentials for Approved Teacher-Certificate Programs.

The program shall include at least 16 semester hours of graduate work in school administration and other work appropriate to school administration beyond such work as is required for the provisional certificate. Such graduate credit shall include some work in each of the following areas:

1. Elementary school administration and supervision, including purposes of the modern elementary school.
2. Determination and construction of the elementary school curriculum.
3. Measurements, statistics, and/or evaluation appropriate to the elementary school.
4. Special phases of elementary school administration, such as guidance, public relations, and/or program planning.

Work in any of the above areas, taken as a part of the program for the provisional certificate, may be waived if taken on the graduate level; this will not reduce the amount of postmaster's degree work in school administration required.

The 16 semester hours of graduate credit must be postmaster's work completed at an institution accredited at the sixth year level.

Special Provision

(The special provision applies to standard professional school service personnel-administrator-certificates which were issued prior to October 1, 1956.)

ADMINISTRATOR (ELEMENTARY SCHOOL PRINCIPAL) (PLAN B)

STANDARD ELEMENTARY PRINCIPAL

Implementation of RESOLUTION NO. 1078

The second session of the thirty-fourth Oklahoma Legislature passed Resolution No. 1078 which states in part, "Section 1. That it is the intent of the Oklahoma Legislature that course requirements for the Elementary School Administrator's certificate not exceed those courses offered at the six four-year state colleges." (Universities) as follows: Central State University, Northwestern Oklahoma State University, Southeastern Oklahoma State University, Southwestern Oklahoma State University, Northeastern Oklahoma State University, and East Central Oklahoma State University.

Institutions carrying on this program shall be accredited by a regional accrediting association.

The program shall include at least 16 semester hours of graduate work in school administration and other work appropriate to school administration in addition to such work as is required for the Master's degree and the provisional certificate. Such graduate credit shall include some work in each of the following areas:

1. Elementary school administration and supervision, including purposes of the modern elementary school.
2. Determination and construction of the elementary school curriculum.
3. Measurements, statistics, and/or evaluation appropriate to the elementary school.
4. Special phases of elementary school administration, such as guidance, public relations, and/or program planning.

Work in any of the above areas, taken as a part of the program for the provisional certificate, may be waived if taken on the graduate level; this will not reduce the amount of postmaster's-degree work in school administration required.

Applicants completing programs for the standard elementary principal's certificate at the six four-year state colleges (universities) must be aware that the work is acceptable in meeting the requirements for standard elementary principal's certificate, but it is not appropriate in meeting the 16 semester hours of graduate credit for the standard secondary principal's certificate and/or the 30 semester hours of graduate work for the standard superintendent's certificate beyond such work as is required for the provisional secondary and/or provisional superintendent's certificate and the Master's degree. Applicants should be aware that the requirements for the standard elementary principal's certificate implemented under Resolution No. 1078 will not be acceptable in some states in meeting their requirements for the standard or initial regular elementary principal's certificate.

PROVISIONAL ELEMENTARY PRINCIPAL

The applicant shall satisfy all general regulations for eligibility.

REQUIREMENTS FOR CERTIFICATION

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The applicant is required to have had two years of satisfactory teaching, supervisory, or administrative experience.

The applicant shall hold a valid Oklahoma elementary school certificate.

The applicant shall have completed an approved program for the provisional professional school - service personnel -- administrator (elementary school principal) -- certificate if preparation was done in Oklahoma.

Applicants basing their qualifications upon credentials from out of state are required to satisfy all academic requirements and conditions specified by the Minimum Essentials for Approved Teacher - Certificate Programs. Institutions carrying on this program shall be accredited by a regional accrediting association.

The program shall include completion of all work required for the master's degree.

The program shall include not fewer than eight semester hours of work, at the graduate level, in school administration and professional education, which work normally will be accepted as a part of an approved program for the standard certificate.

The Provisional Elementary Principal certificate is not renewable. Therefore, requirements for the standard certificate must be met before another certificate can be issued.

SCHOOL COUNSELOR

This certificate authorizes the holder to serve as a counselor or as a supervisor of counselors either on a part-time or full-time basis.

PROFESSIONAL SCHOOL COUNSELOR'S CERTIFICATE Minimum Essentials

Formal admission to graduate study in an approved program for the certificate and the completion of thirty (30) semester hours of graduate work in counseling and other work appropriate to school counseling beyond such work as is required for the standard school counselor's certificate. This level of certification is not required for practicing as a counselor in Oklahoma.

A. The thirty (30) semester hours of graduate study required for the certificate should be divided as follows:

- a. Approximately 12-18 semester hours of planned experiences and study closely related to the students job situation such as:
 1. Internship experiences supervised by qualified personnel and under the direction of the preparing institution.
 2. Follow-up studies.
 3. Research on effectiveness of guidance programs.
 4. Study of the world of work through contacts with industry and/or Vocational technical schools.
 5. Contacts with Juvenile Courts and/or other community agencies working with youth.

- b. Approximately 12-18 semester hours of didactic study in psychology, sociology, education and/or guidance as these seem appropriate for the needs of the student. It would be desirable to plan programs so that there would be a close relationship between the applied aspects of the program and the didactic study. The following course titles might illustrate college offerings related to topics of study under category (a) in the above.

1. Career Development Theory - as related to the world of work and the counselor's role.
2. Research Design - applications for follow-up studies and evaluation of guidance programs.
3. Anthropology
4. Group Guidance Techniques
5. Personality Theory
6. Social Organizations

- c. Related areas: 0-6 semester hours additional appropriate and cognate courses may be selected from areas of study such as public relations, human ecology, administration, etc.

I. Requirements for the certificate

1. Meet present requirements in "General Regulations of Eligibility" for teachers' certificates as respects citizenship, character and general fitness for teaching and health.
2. Hold, or have held, an Oklahoma standard school counselor's certificate.
3. Be recommended for the certificate by the institution at which the preparation program was completed, if an Oklahoma institution. Present regulations applicable to standard teachers certificates, pertaining to completion of college work for the certificate and to institutional recommendation, and to applications based on college work completed in institutions outside Oklahoma, shall be applicable to the professional school counselor's certificate.
4. Complete at an Oklahoma institution an approved program for the professional school counselor's certificate, or, in applicable cases, equivalent work prior to establishment of formally approved programs; or equivalent work at an institution outside Oklahoma, as determined by Oklahoma certification authorities.

SCHOOL COUNSELOR

(Standard Certificate)

This certificate authorizes the holder to serve as a counselor or as a supervisor of counselors either on a part-time or full-time basis.

1. The applicant shall satisfy all general requirements for certification in Oklahoma. (see pp. 9-10).

REQUIREMENTS FOR CERTIFICATION

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2. The applicant's academic preparation shall include six semester hours of American History and Government.

3. The applicant shall present evidence of having had one year of satisfactory counseling experience under the provisional certification and completion of an approved program.

4. The applicant shall have had not less than 12 months of work experience; such experience may be cumulative. Work experience in the armed services or as a teacher or as an employee of one's parents is not acceptable in fulfilling this requirement, either in whole or in part. This requirement shall be waived for any person who has a minimum of three years of experience as a school counselor or who served as a school counselor during the year 1954-55.

5. The applicant shall have a master's degree from an approved college or university and shall have completed an approved program for the preparation of school counselors if academic work was done in Oklahoma. Out-of-state applicants are required to complete course work which satisfies all academic requirements enumerated by the Minimum Essentials for Approved Teacher-Certificate Programs.

6. An approved program shall include a minimum of 22 semester hours of graduate work distributed as follows:

1. Basic guidance courses--12 semester hours distributed so as to include work in the following areas:
 - a. Principles and Administration of Guidance
 - b. Techniques of Counseling
 - c. Vocational Information
 - d. Counseling Practicum
2. Curriculum construction--two semester hours.
3. Education and/or psychological measurements--three semester hours, (The major emphasis in this area shall be on the administration and nature of group tests and the use of the results of such tests in helping children.)
4. Growth, development, learning, and adjustment--five semester hours.

7. A master's degree shall be required of all who complete the program.

PROVISIONAL SCHOOL COUNSELOR

1. The applicant shall satisfy all general requirements of eligibility.

2. The applicant shall have had a minimum of two full years of satisfactory teaching or counseling experience within the past five years.

3. The applicant shall have completed a minimum of 18 semester hours of graduate credit which normally is accepted toward satisfying the requirements for the standard certificate, including some work in each of the following:

- a. Principles and Administration in Guidance.
- b. Techniques of Counseling.
- c. Educational and/or Psychological Measurements.
- d. Growth, Development, Learning, and Adjustment.
- e. Supervised Laboratory and/or Practicum Experience.

VISITING COUNSELOR (SCHOOL SOCIAL WORKER) (GRADES 1-12)

This certificate authorizes the holder to accept employment as a visiting counselor in any school district in Oklahoma and to perform the duties of a visiting counselor when so employed.

STANDARD CERTIFICATE

1. The applicant shall satisfy all general requirements of eligibility. (see pp. 9-10).
2. The applicant's academic preparation shall include six semester hours of American History and Government.
3. The applicant shall have had two full years of satisfactory experience as a visiting counselor.
4. The applicant shall meet one of the following alternatives:
 - a. Two years of experience as a classroom teacher.
 - b. Graduate from an accredited school social work.
 - c. One year's work in an accredited school of social work* plus one year's experience as a professional worker in an agency offering social casework services.
5. The applicant shall have completed not fewer than eight semester hours of graduate work in social work which shall include social casework procedures with field experiences recommended.
6. The applicant shall have completed an approved program in addition to satisfying the above requirements, 18 semester hours of professional education to include work in each of the following areas, provided that 10 semester hours of this work must be at the graduate level:
 - a. Foundation, issues, and problems of education.
 - b. Human growth and development.
 - c. A general course in the area of the exceptional child, plus work in at least two or more of the following areas: abnormal psychology; elements of school administration; guidance and counseling; individual psychological testing; mental hygiene; psychology of learning; special education; statistical methods; supervised experiences and/or field work; advanced courses in educational and/or psychological tests and measurements.

PROVISIONAL CERTIFICATE

1. The applicant shall satisfy all general requirements of eligibility.
2. The applicant shall meet one of the following alternatives:
 - a. Two years of experience as a classroom teacher.
 - b. Graduate from an accredited school of social work.
 - c. One year's work in an accredited school of social work, plus one year's experience as a professional worker in an agency offering social casework services.*
 - d. One year's work in an accredited school of social work, plus one year as a classroom teacher.*

(The one year's work in an accredited school of social work shall include social casework and supervised field work experience. (The one year of work in an accredited school of social work shall be a minimum of 28 hours of social work courses which shall include social casework and supervised field work experience.)

3. The applicant shall have completed a minimum of 16 semester hours of professional education to include work in each of the following areas, provided that eight (8) semester hours of this work must be at the graduate level, including a minimum of one graduate course in the field of social work.

- a. Foundation, issues, and problems of education.
- b. Human growth and development.
- c. A general course in the area of the exceptional child, plus work in at least two or more of the following areas: abnormal psychology; elements of school administration; guidance and counseling; individual psychological testing; mental hygiene; psychology of learning; special education; statistical methods; supervised experiences and/or field work; advanced courses in educational and/or psychological tests and measurements.

LIBRARIAN (PUBLIC SCHOOL)

This certificate authorizes the holder to supervise and/or administer library services in Grades K-12 in any public school in Oklahoma and to teach library science in Grades 7-12 provided an appropriate approval credential is obtained.

PROFESSIONAL SCHOOL LIBRARIAN

The same basic requirements as for the Professional Secondary Education certificate. (see pp. 34-35)

LIBRARIAN (PUBLIC SCHOOL)**(Standard Certificate)**

This certificate authorizes the holder to supervise and/or administer library services in Grades K-12 in any public school in Oklahoma and to teach library science in Grades 7-12 provided an appropriate approval credential is obtained.

The applicant shall satisfy all general regulations of eligibility. (see pp. 9-10).

The applicant shall have completed an approved certificate program of the same type as the certificate applied for if training was done in an Oklahoma college or university.

When training was done outside of Oklahoma, the applicant shall have completed academic preparation equivalent to satisfying all requirements enumerated by the minimum essentials for the approved program for librarian.

College credit used to satisfy the requirements in general education, in an amount not to exceed ten semester hours, may also be counted in meeting requirements in the field of specialization.

General Education

Fifty semester hours in general education are required, distributed so that some work is completed in at least six of the following areas:

1. English (oral English, written English, and literature).
2. Fine arts.
3. Foreign language.
4. Health and physical education.
5. Humanities.
6. Mathematics.
7. Practical arts.
8. Psychology.
9. Science.
10. Social studies. (The applicant's academic preparation shall include six semester hours of American history and government.)

Professional Education

Twenty-one semester hours in professional education, including at least nine semester hours in student teaching, methods, and materials, are required. If methods, materials, and student teaching be not combined into an integrated course, a minimum of six semester hours in directed observation, participation, and student teaching divided between the elementary and secondary-school levels is required. Each institution educating teachers adopt a program of requiring proficiency in educational media appropriate for the subject taught. (Effective September 1971)

Any teacher who holds a standard bachelor's degree and has three or more years of experience in an accredited school as a teacher, supervisor, administrator, or combination thereof and who meets all other requirements for the standard and/or provisional certificate except student teaching may, upon recommendation of the certification officer in an approved teacher-education institution, substitute other professional education courses for the student teaching, provided that one of the three years of experience shall have been during the five years immediately preceding the filing of the application for the standard certificate, that no substitution shall be permitted for any part of the three years of experience, and that in no case shall any substitution made reduce the total number of semester hours of professional education normally required for the certificate sought.

After July 1, 1976, no person shall be granted a standard certificate to teach in the public schools of this state unless he has satisfactorily completed a course of two or more semester hours in the education of the exceptional child.

Specialized Education

A minimum of 24 semester hours of credit in library science is required.

PROVISIONAL SCHOOL LIBRARIAN

The applicant shall satisfy all general regulations of eligibility.

The applicant shall have completed the following minimum academic preparation.

Professional Education

A minimum of 15 semester hours of college credit in professional education, including some work in student teaching, methods, and materials is required.

Any teacher who holds a standard bachelor's degree and has three or more years of experience in an accredited school as a teacher, supervisor, administrator, or combination thereof and who meets all other requirements for the standard and/or provisional certificate except student teaching may, upon recommendation of the certification officer in an approved teacher-education institution, substitute other professional education courses for the student teaching, provided that one of the three years of experience shall have been during the five years immediately preceding the filing of the application for the standard certificate, that no substitution shall be permitted for any part of the three years of experience, and that in no case shall any substitution made reduce the total number of semester hours of professional education normally required for the certificate.

Specialized Education

A minimum of 18 semester hours of credit in library science is required.

General Education

Fifty semester hours of college credit in general education, designed to develop a broad, cultural background, are required. College credit used to

satisfy the requirements in general education, in an amount not to exceed ten semester hours, may also be counted in meeting requirements in the field of specialization.

TEMPORARY SCHOOL LIBRARIAN

The applicant shall satisfy all general regulations of eligibility.

The applicant shall complete the following minimum academic preparation.

Professional Education

A minimum of 12 semester hours of college credit in professional education is required.

Specialized Education

At least 18 semester hours of college credit is required in library science.

General Education

Forty semester hours of college credit in general education, designed to develop a broad, cultural background, are required. College credit used to satisfy the requirements in general education, in an amount not to exceed ten semester hours, may also be counted in meeting requirements in the field of specialization.

AUDIOVISUAL SPECIALIST

I. Requirements for Standard and Provisional Certificates

1. The applicant shall satisfy all general regulations of eligibility. (see pp. 9-10).
2. The applicant shall hold a bachelor's degree granted by an institution accredited by and in good standing with a regional accrediting association.
3. The applicant shall hold a valid standard, professional or life Oklahoma teaching certificate.
4. The applicant shall have completed an approved program for the standard professional school-service personnel-audiovisual specialist—certificate if preparation was completed in Oklahoma, or in applicable cases accept equivalent work prior to establishment of formally approved programs; or equivalent work at an institution outside Oklahoma, as determined by the Oklahoma certification authorities.
5. Applicants basing their qualifications upon credentials from out of state are required to satisfy all academic requirements and conditions specified by the minimum essentials for approved teacher-certificate programs.

STANDARD AUDIOVISUAL SPECIALIST

Formal admission to graduate study in an approved program for the certificate and completion of 30 semester hours in appropriate graduate level courses.

- A. A minimum of 15 semester hours of graduate level educational media courses. (A maximum of 3 semester hours of the 15 hours of credit may be at the baccalaureate degree level).

- 1. One course in each of the following:

- a. Utilization-(effective use of media in the classroom).
- b. Production of teacher made materials-(transparencies, charts, lettering, etc.).
- c. Administration-(organization and supervision of media collections and programs).

- 2. Elective courses may be selected from the following:

- a. Communications-(message design, audience analysis, related research).
- b. Media Practicum.
- c. Programmed Learning.
- d. Educational Television and Radio.
- e. Photographic Production.
- f. Library Science.

- B. A minimum of 15 semester hours of graduate level courses in the following:

- 1. One course in each of the following:

- a. Elementary and/or secondary curriculum development.
- b. Supervision of instruction.

- 2. Elective courses may be selected from the following:

- a. Psychology of learning.
- b. School administration.
- c. Methods of research.
- d. Measurements, statistics and/or evaluation.
- e. Educational Systems Design.
- f. Computer Programming, etc.

PROVISIONAL AUDIOVISUAL SPECIALIST

Formal admission to graduate study in an approved program for the certificate and completion of 18 semester hours in appropriate graduate level courses.

- A. A minimum of 10 semester hours of graduate level educational media courses. (A maximum of 3 semester hours of the 10 hours of credit may be at the baccalaureate degree level).
 1. One course in each of the following:
 - a. Utilization-(effective use of media in the classroom).
 - b. Production of teacher made materials-(transparencies, charts, lettering, etc.).
 - c. Administration-organization and supervision of media programs and collections).
 2. Elective courses may be selected from the following:
 - a. Communications-(message design, audience analysis, related research).
 - b. Media practicum.
 - c. Programmed learning.
 - d. Educational television and radio.
 - e. Photographic production.
 - f. Library science.
- B. A minimum of 8 semester hours of graduate level courses in the following:
 1. One course in each of the following:
 - a. Elementary and/or secondary curriculum development.
 - b. Supervision of instruction.
 2. Elective courses may be selected from the following:
 - a. Psychology of learning.
 - b. School administration.
 - c. Methods of research.
 - d. Measurements, statistics and/or evaluation.
 - e. Educational systems design.
 - f. Computer programming, etc.

TEMPORARY AUDIOVISUAL SPECIALIST

1. The applicant shall satisfy all general regulations of eligibility

2. The applicant shall hold a bachelor's degree granted by an institution accredited by and in good standing with a regional accrediting association.
3. The applicant shall hold a valid standard, professional or life Oklahoma teaching certificate.

Eight semester hours in appropriate graduate level courses. (A maximum of 3 semester hours of the 8 hours of credit may be at the baccalaureate degree level).

1. One course in each of the following:
 - a. Utilization—(effective use of media in the classroom).
 - b. Production of teacher made materials— (transparencies, charts, lettering etc.).
2. Balance may be selected from the following:
 - a. Administration—(organization and supervision of media collections and programs).
 - b. Communications—(message design, audience analysis, related research).
 - c. Programmed learning.
 - d. Media practicum.
 - e. Photographic production (motion and still).
 - f. Computer programming.
 - g. Educational television and radio.
 - h. Library science.

SCHOOL PSYCHOLOGIST

Role of the School Psychologist

The school psychologist is one who is skilled in psychodiagnostic and psychoeducational appraisal, competent in measurement and research design, knowledgeable about development and social psychology, versed in curriculum, special education, educational innovation, and preventive mental health, able to apply learning theory to the classroom and organizational planning in the school program, and one who works with all persons and agencies who are involved with the education of children.

General Education Requirements for Standard Certification

The applicant shall hold a bachelor's degree from an accredited four-year college or university. The bachelor's degree will be considered as fulfillment of the general education requirements when it includes a minimum of six semester hours of credit in American history and government with some credit in each. The applicant shall satisfy all general requirements for eligibility (see pp. 9-10).

The applicant shall be endorsed by the preparing institution as a school psychologist and be recommended by them. In cases where the preparing institution has an approved program for the preparation of school psychologists, it will be necessary for the applicants from that university to complete the approved program.

Hold a Master's degree in General Psychology, Educational Psychology, Child Psychology, Special Education, Guidance, or a related area with a minimum of sixty semester hours of graduate credit. The preparation shall include work distributed as follows:

- I. Academic Core (14-21 semester hours. Each area, A., B., C-1., C-2., C-3., and D., must be represented.)

- A. Education

- School Curriculum
 - School Organization and Administration

- B. Special Education

- (A course dealing with a survey of exceptionality is a prerequisite.)

- C. Psychology

1. Educational Psychology
 - Learning and Instructional Theory

2. Child Psychology
 - Developmental Psychology
 - Adolescent Psychology
 - Human Growth and Development

3. Abnormal Psychology
 - Clinical Child Psychology
 - Psychopathology

4. Social Psychology
 - Sociology

- D. Research

- Statistics
 - Research Design or Methodology

- II. Psychoeducational Diagnostic Procedures (8-12 semester hours. Each area, A-1., A-2., A-3., and B., must be represented.)

- A. Individual Assessment

1. Cognitive assessment
 2. Affective assessment
 3. Psycho-motor assessment

- B. Standardized Group Assessment (undergraduate or graduate)

III. Interventional Strategies (4-6 semester hours)

- Behavior Modification
- Group Techniques
- Educational Remediation
- Techniques of Counseling or Psychotherapy
- Parent Counseling
- Speech Pathology
- In-service Activities
- Referrals to Community Resources

IV. Special Problems in the Practice of School Psychology (2-4 Semester hours)

Practicum

Seminar of Professional course in school psychology

V. Internship, Externship, or Experience in School Psychological Services

A. One semester of full-time internship or externship in school psychological services (0-6 semester hours).

or

B. At least one academic year of full-time field experience in psychological services related to education.

SCHOOL PSYCHOMETRIST

Role of the School Psychometrist

The school psychometrist is one who is skilled in psychoeducational appraisal, competent in measurement and research design, knowledgeable about human growth and development, special education, and educational innovation, able to apply learning theory to the classroom, and one who works with all persons and agencies who are involved with the education of children.

General Education and Prerequisites

The applicant shall hold a bachelor's degree from an accredited four-year college or university. The bachelor's degree will be considered as fulfillment of the general education requirements when it includes a minimum of six semester hours of credit in American history and government with some credit in each.

The applicant shall satisfy all general requirements for eligibility (see pp. 9-10).

The following courses are prerequisites to the certification program in school psychometry. They may be taken at the undergraduate or graduate level.

1. Introduction to Psychology
2. Child or Adolescent Psychology

3. Educational Psychology
4. Exceptional Child
5. Educational Foundations

STANDARD SCHOOL PSYCHOMETRIST

Hold a Master's degree in General Psychology, Educational Psychology, Child Psychology, Special Education, Guidance, or a related area with a minimum of thirty semester hours of graduate credit. The preparation shall include work distributed as follows:

- I. Academic Core (8-12 semester hours. Each area, A., B-1., B-2., and C., must be represented.)
 - A. Special Education
(A course dealing with a survey of exceptionality is a prerequisite.)
 - B. Psychology
 1. Child Psychology
Developmental Psychology
Adolescent Psychology
Human Growth and Development
 2. Abnormal Psychology
Clinical Child Psychology
Psychopathology
 - C. Research
 - Statistics
 - Research Design or Methodology
- II. Psychoeducational Diagnostic Procedures (8-12 semester hours. Each area, A., B., and C., must be represented.)
 - A. Individual Tests of Intellectual Assessment (Wechsler scales and Stanford-Binet are both required)
 - B. Psychoeducational Evaluation Procedures (i.e. reading problems, learning disabilities, and visual-perceptual problems)
 - C. Standardized Group Assessment (undergraduate or graduate)
- III. Special Problems in the Practice of School Psychometry (4-6 semester hours)
 - Practicum
 - Seminar or professional course in school psychometry

PROVISIONAL SCHOOL PSYCHOMETRIST

A bachelor's degree plus the required academic courses for the standard certificate.

SCHOOL NURSE CERTIFICATE

THE ROLE OF THE SCHOOL NURSE

The primary objective of school nursing is to strengthen the educational process of children and youth by assisting them to improve or adapt to their health status. School nurse services are designed (a) to appraise the health status of pupils and school personnel; (b) to counsel pupils, teachers, parents, and others for the purpose of helping pupils obtain needed treatment; (c) as an agent in the control and prevention of communicable disease and ecological problems of the school and community; (d) to provide emergency care for injury or sudden illness; (e) as a resource person for the teacher in her health instruction programs; (f) to promote optimum sanitary conditions.

The knowledge and skills which are the common denominator for all professional nursing practice are the basic requirements of school nursing.

STANDARD CERTIFICATE

The applicant shall satisfy all general requirements for eligibility (see pp. 9-10).

1. The applicant shall hold a Bachelor's degree in nursing or a Bachelor's degree from an accredited four-year college or university.
2. The applicant shall hold a current registered nurse's license issued by the Oklahoma State Board of Nurse Registration and Nursing Education. A copy of the current license must accompany the application for all classes of school nurse certificates.

3. General Education

The Bachelor's degree will be considered as fulfillment of the general education requirements when it includes a minimum of six semester hours of credit in American history and American government with some credit in each.

4. Professional Education

The applicant shall have completed a minimum of twelve (12) semester hours of credit in appropriate professional education courses such as: Education Psychology, Methods of Teaching, Audiovisual Education, Educational Guidance, History and Philosophy, School Health Education, Child Growth and Development, Psychology of Exceptional Children, Introduction to Learning Disabilities, Psychology-Introduction to Personality, Developmental Psychology, and Theories of Leadership and Administration in Nursing.

The twelve semester hours of credit in professional education may be completed within the degree requirements or in addition to.

5. After July 1, 1976, no person shall be granted a standard certificate to teach in the public schools of this state unless he has satisfactorily completed a course of two or more semester hours in the education of the exceptional child.

The course shall include instruction on identification of children with learning disabilities caused by neurological disorders, mental retardation, and sociological factors. The course shall provide information on methods and techniques for teaching exceptional

children, sources of referral and assistance to teachers and parents.

6. A person applying for a standard or provisional school nurse certificate shall have completed at least eight semester hours of college credit within the past five years.
7. Official evidence of teaching experience, school nurse experience, or work experience as a nurse in a hospital or community health agency during the five years just past may be substituted for the eight semester hours of credit at the rate of three semester hours of credit for each year of such experience.

PROVISIONAL CERTIFICATE

The applicant shall satisfy all general requirements for eligibility.

1. The applicant shall hold a Bachelor's degree in nursing or a Bachelor's degree from an accredited four-year college or university.
2. The applicant shall hold a current registered nurse's license issued by the Oklahoma State Board of Nurse Registration and Nursing Education. A copy of the current license must accompany the application for all classes of school nurse certificates.
3. A person applying for a standard or provisional school nurse certificate shall have completed at least eight semester hours of college credit within the past five years.
4. Official evidence of teaching experience, school nurse experience, or work experience as a nurse in a hospital or community health agency during the five years just past may be substituted for the eight semester hours of credit at the rate of three semester hours of credit for each year of such experience.

PROVISIONAL CERTIFICATE - NON-DEGREE PLAN

After holding a temporary certificate for one year, a provisional certificate may be issued if the applicant presents official evidence that he has earned eight semester hours of college credit since the issuance of the temporary certificate. A maximum of five of the eight semester hours of credit may be from workshops related to education and/or health or work experience in a hospital or community health agency, such evidence to be evaluated and recommended by the school administrator requesting the certificate. (16 clock hours in a workshop is equal to one semester hour of college credit. 320 clock work hours is equivalent to five semester hours of college credit.)

PROVISIONAL CERTIFICATE - NON-DEGREE PLAN - RENEWAL

The provisional school nurse certificate may be renewed indefinitely upon completion of eight semester hours of college credit since the last provisional certificate was issued. A maximum of five of the eight semester hours of credit may be from workshops related to education and/or health or work experience in a hospital or community health agency, such

evidence to be evaluated and recommended by the school administrator requesting the certificate. (16 clock hours in a workshop is equal to one semester hour of college credit. 320 clock work hours is equivalent to five semester hours of college credit.)

TEMPORARY CERTIFICATE

1. The applicant shall meet the general education requirements concerning citizenship.
2. The applicant shall hold a current registered nurse's license issued by the Oklahoma State Board of Nurse Registration and Nursing Education. A copy of the current license must accompany the application for all classes of school nurse certificates.
3. An applicant who holds a Bachelor's degree and is currently registered with the Nurse Registration Board but who has not completed eight semester hours of credit within the past five years or three years of recent experience is eligible for a temporary school nurse certificate.

The temporary school nurse certificate is extended indefinitely beyond October 1, 1973.

STANDARD (CONVERSION PROGRAM) CERTIFICATE FOR SCHOOL NURSES

Meet all general requirements listed in the Teacher Education, Certificate and Assignment Handbook.

Meet the following specific requirements:

1. Hold a bachelor's degree from an accredited college or university.
2. Hold an R.N. License issued by or acceptable to the Oklahoma State Board of Nurse Registration and Nursing Education.
3. General Education
A minimum of 50 hours of general education as outlined in the Teacher Education, Certification and Assignment Handbook for secondary certificates.
4. Specialized Education
A minimum of 30 semester hours with work from the following areas in addition to work done to satisfy general education requirements:
 - a. Life Science
 - b. Physical Science
 - c. Social Studies
 - d. Health Science
5. Professional Education

A minimum of 21 semester hours with work from the following areas:

- a. Child and Adolescent Psychology
- b. History and Philosophy of Education

c. Psychology of Exceptional Children

d. Principles of Guidance

e. General Psychology

*f. Eight hours of observation and practice school nursing.

(*This requirement will be waived in cases of nurses with 5 or more years of experience as school nurses. If the requirement is waived students will take eight hours of elective professional education and/or psychology.)

SECONDARY EDUCATION (GRADES 7-12)

PROFESSIONAL-SECONDARY CERTIFICATE

Minimum Essentials

Formal admission to graduate study in an approved program for the certificate, completion of 32 hours, or 30 hours and a thesis, in appropriate courses taken for graduate credit, culminating in a master's degree, or with a master's degree otherwise obtained, provided that the 32 hours of required work must meet grade standards as high as required for the degree issued directly on the basis of the approved program.

A. *Professional Education* — A minimum of eight hours in courses, not necessarily specialized as to teaching level, designated as professional education in the approved program, in such appropriate areas as problems of teaching, materials and methods of instruction, course and curriculum development, philosophical and historical foundations, guidance, measurement and evaluation, human development and learning, and research and statistics. The eight hours shall be in addition to the professional education required in the "Minimum Essentials" for the standard certificate of the same type as the professional certificate of which at least twelve (12) hours must be completed outside of the program for the professional certificate.

B. *Specialized Education* — A minimum of eight hours as follows:

- a. For elementary-secondary, secondary, or special certificate, eight hours or more in subject-field content in one or more areas of certificate specialization, "areas" as used here meaning the same as the areas designated in certification regulations for the three kinds of certificates involved; examples are art (elementary-secondary), science (secondary), and distributive education (special). The required work may be done in any such area in which at least eighteen hours work has been completed outside of the professional certificate program. Of the eight hours or more of such specialized work required, at least four hours work must be completed in one selected area. However, additional work must be done in this same area, if necessary, to make the cumulative total credit in the area, counting work both within and outside of the professional certificate program, at least eight hours more than the amount required in "Minimum Essentials" for the standard certificate in the area. "For example, the student who, before beginning the professional certificate program, has a total of forty-two hours credit in an area in which the requirement in "Minimum Essentials" is thirty-six hours could take as little as four hours in the program; this would make his cumulative total forty-six

hours, which is more than eight hours above "Minimum Essentials." If he started with thirty-two hours in the area, he would need to take at least twelve hours graduate work in that area to have necessary minimum total of forty-four hours.

- b. Elective work, maximum sixteen hours, in appropriate courses in professional teacher education, areas of teaching specialization, or other academic areas.

I. Requirements for the certificate

1. Meet present requirements in "General Regulations of Eligibility" for teachers' certificates as respects citizenship, character and general fitness for teaching, and health.
2. Hold a bachelor's degree from accredited college or university.
3. Hold, or have held, an Oklahoma standard or life teacher's certificate.
4. Have three years or more of satisfactory school experience at the level of the professional certificate. A year in connection with this school experience requirement is considered to be a minimum of six months (120 days) or more of full-time work in one session, or in two consecutive sessions.
5. Be recommended for the certificate by the institution at which the preparation program was completed, if an Oklahoma institution. Present regulations applicable to standard and provisional teacher's certificate, pertaining to completion of college work for the certificate and to institutional recommendation, and to applications based on college work completed in institutions outside Oklahoma, shall be applicable to the professional teacher's certificate as well.
6. Complete at an Oklahoma institution an approved program for the professional teacher's certificate, or, in applicable cases, equivalent work prior to establishment of formally approved programs; or equivalent work at an institution outside Oklahoma, as determined by Oklahoma certification authorities.

The type of certificate (teaching-field) shall be determined by the area of teaching specialization.

- II. *Term of the Certificate* shall be seven years, with effective date and termination date determined under present regulations on "Term of validity."

SECONDARY SCHOOL CERTIFICATE (Grades 7-12)

STANDARD CERTIFICATE

The applicant shall satisfy all general regulations of eligibility. (see pp. 9-10).

The applicant shall complete an approved certificate program of the same type as the certificate applied for if training was done in an Oklahoma college or university.

When training was done outside of Oklahoma, the applicant shall complete academic preparation equivalent to satisfying all requirements

enumerated by the minimum essentials for the appropriate approved program for the preparation of secondary teachers (see pp. 36-39).

General Education

Fifty semester hours in general education are required, distributed so that some work is completed in at least six of the following areas:

1. English (oral English, written English, and literature).
2. Fine arts.
3. Foreign language.
4. Health and physical education
5. Humanities.
6. Mathematics
7. Practical Arts.
8. Psychology.
9. Science.
10. Social Studies. (The applicant's academic preparation shall include six semester hours of American History and Government.)

College credit used to satisfy the requirements in general education, in an amount not to exceed ten semester hours, may also be counted in meeting requirements in the field of specialization.

Professional Education

Twenty-one semester hours in professional education, including at least nine semester hours in student teaching, methods, and materials, are required. If methods, materials, and student teaching be not combined into an integrated course, a minimum of six semester hours in directed observation, participation, and student teaching, in the area of specialization or divided between the area of specialization and a second teaching field, with at least four semester hours on the secondary-school level is required. Each institution educating teachers adopt a program of requiring proficiency in educational media appropriate for the subject taught. (Effective September 1971)

Any teacher who holds a standard bachelor's degree and has three or more years of experience in an accredited school as a teacher, supervisor, administrator, or combination thereof and who meets all other requirements for the standard and/or provisional certificate except student teaching may, upon recommendation of the certification officer in an approved teacher-education institution, substitute other professional education courses for the student teaching, provided that one of the three years of experience shall have been during the five years immediately preceding the filing of the application for the standard certificate, that no substitution shall be permitted for any part of the three years of experience, and that in no case shall any substitution made reduce the total number of semester hours of professional education normally required for the certificate sought.

After July 1, 1976, no person shall be granted a standard certificate to teach in the public schools of this state unless he has satisfactorily completed a course of two or more semester hours in the education of the exceptional child.

Specialized Education

College credit, in the area of specialization, which is appropriate to the contemplated certificate, is required as follows:

AGRICULTURE (General). A minimum of 24 semester hours in agriculture and related fields is required.

BOOKKEEPING AND CLERICAL PRACTICE. A minimum of 26 semester hours in bookkeeping and clerical practice subjects, designed to prepare a teacher of business subjects other than shorthand, is required.

BUSINESS EDUCATION. A minimum of 30 semester hours in business subjects, including typing, shorthand, and bookkeeping, is required.

FOREIGN LANGUAGE. A minimum of 24 semester hours in the particular language for which certification to teach is being sought is required.

HOME ECONOMICS (General). A minimum of 26 semester hours in home economics and related fields is required.

INDUSTRIAL ARTS. A minimum of 30 semester hours in industrial arts courses is required.

LANGUAGE ARTS (English). A minimum of 32 semester hours in language arts is required. Twenty-four semester hours shall be in written English, oral English, and literature; and eight semester hours shall be from one or more of the following related fields: dramatics, journalism, library science, or speech.

MATHEMATICS: A minimum of 28 semester hours in mathematics is required. Not fewer than 21 semester hours shall be on the level of college algebra or higher.

SCIENCE. A minimum of 36 semester hours in science with some work in both the biological and physical science fields is required.

SOCIAL STUDIES. A minimum of 36 semester hours in the social studies area with work in such fields as anthropology, economics, geography, government, history, and sociology is required. At least two semester hour college course in Oklahoma History is required. (State Board Action July 7, 1972)

JOURNALISM. A minimum of 24 semester hours in journalism is required. It may include a variety of courses and laboratory practice in newspaper writing and editing, advertising, photography, yearbook production, and typography.

SPEECH. A minimum of 24 semester hours in speech is required.

PROVISIONAL SECONDARY SCHOOL

The applicant shall satisfy all general regulations of eligibility.

The applicant shall have completed the following minimum academic preparation.

General Education

Fifty semester hours of college credit in general education, designed to develop a broad, cultural background, are required. College credit used to satisfy the requirements in general education, in an amount not to exceed ten semester hours, may also be counted in meeting requirements in the field of specialization.

Professional Education

A minimum of 15 semester hours of college credit in professional education applicable on requirements for the standard secondary school certificate, including some work in student teaching, methods, and materials, is required.

Any teacher who holds a standard bachelor's degree and has three or more years of experience in an accredited school as a teacher, supervisor, administrator, or combination thereof and who meets all other requirements for the standard and/or provisional certificate except student teaching may, upon recommendation of the certification officer in an approved teacher-education institution, substitute other professional education courses for the student teaching, provided that one of the three years of experience shall have been during the five years immediately preceding the filing of the application for the standard certificate, that no substitution shall be permitted for any part of the three years of experience, and that in no case shall any substitution made reduce the total number of semester hours of professional education normally required for the certificate sought.

Specialized Education

College credit is required in the area of specialization, as listed below, which is appropriate to the type of certificate sought and applicable in meeting the requirements for the standard certificate, with the work so distributed as to qualify the applicant for an approval credential to teach at least one course in the field in which the certificate is endorsed:

1. *Agriculture (General)*. A minimum of 18 semester hours in agriculture and related fields is required.
2. *Bookkeeping and Clerical Practice*. A minimum of 18 semester hours in bookkeeping and clerical practice subjects, designed to prepare a teacher of business subjects other than shorthand, is required.
3. *Business Education*. A minimum of 20 semester hours in business education subjects, including typing, shorthand, and bookkeeping, is required.
4. *Foreign Language*. A minimum of 18 semester hours, in the particular language for which certification to teach is being sought, is required.
5. *Home Economics (General)*. A minimum of 18 semester hours in home economics and related fields is required.
6. *Industrial Arts*. A minimum of 20 semester hours in industrial arts courses is required.

7. *Language Arts (English)*. A minimum of 20 semester hours in language arts is required.
8. *Mathematics*. A minimum of 18 semester hours in mathematics is required.
9. *Science*. A minimum of 22 semester hours in science, with some work in both the biological and physical sciences, is required.
10. *Social Studies*. A minimum of 22 semester hours in the social studies area, with work in such fields as anthropology, economics, geography, government, history, and sociology, is required.
11. *Journalism*. A minimum of 18 semester hours in journalism is required.
12. *Speech*. A minimum of 18 semester hours in speech is required.

TEMPORARY (SECONDARY SCHOOL)

The applicant shall satisfy all general regulations of eligibility.

The applicant shall complete the following minimum academic preparation.

General Education

Forty semester hours of college credit in general education, designed to develop a broad, cultural background, are required. College credit used to satisfy the requirements in general education, in an amount not to exceed ten semester hours, may also be counted in meeting requirements in the field of specialization.

Professional Education

A minimum of 12 semester hours of college credit in professional education is required.

Specialized Education

At least 18 semester hours of college credit are required in the area of specialization, which is appropriate to the type of certificate sought and applicable in meeting the requirements for the standard certificate, with the work so distributed as to qualify the applicant for an approval credential to teach at least one course in the field in which the certificate is endorsed.

ELEMENTARY-SECONDARY SCHOOL CERTIFICATE (GRADES K-12)

PROFESSIONAL ELEMENTARY-SECONDARY CERTIFICATE Minimum Essentials

Formal admission to graduate study in an approved program for the certificate, completion of 32 hours, or 30 hours and a thesis, in appropriate courses taken for graduate credit, culminating in a master's degree, or with a master's degree otherwise obtained, provided that the 32 hours of required work must meet grade standards as high as required for the degree issued directly on the basis of the approved program.

- A. *Professional Education* — A minimum of eight hours in courses not necessarily specialized as to teaching level, designated as professional education in the approved program in such appropriate areas as problems of teaching, materials and methods of instruction, course and curriculum development, philosophical and historical foundations, guidance, measurement and evaluation, human development and learning, and research and statistics. The eight hours shall be in addition to the professional education required in the "Minimum Essentials" for the standard certificate of the same type as the professional certificate of which at least twelve (12) hours must be completed outside of the program for the professional certificate.
- B. *Specialized Education* — A minimum of eight hours as follows:
- a. For elementary-secondary, secondary, or special certificate, eight hours or more in subject-field content in one or more areas of certificate specialization, "areas" as used here meaning the same as the areas designated in certification regulations for the three kinds of certificates involved; examples are art (elementary-secondary), science (secondary), and distributive education (special). The required work may be done in any such area in which at least eighteen hours work has been completed outside of the professional certificate program. Of the eight hours or more of such specialized work required, at least four hours work must be completed in one selected area. However, additional work must be done in this same area, if necessary, to make the cumulative total credit in the area, counting work both within and outside of the professional certificate program, at least eight hours more than the amount required in "Minimum Essentials" for the standard certificate in the area. For example, the student who, before beginning the professional certificate program, has a total of forty-two hours credit in an area in which the requirement in "Minimum Essentials" is thirty-six hours could take as little as four hours in the program; this would make his cumulative total forty-six hours, which is more than eight hours above "Minimum Essentials." if he started with thirty-two hours in the area, he would need to take at least twelve hours graduate work in that area to have the necessary minimum total of forty-four hours.
 - b. Elective work, maximum sixteen hours, in appropriate courses in professional teacher education, areas of teaching specialization, or other academic areas.
- C. *Requirements For The Certificate:*
1. Meet the present requirements in "General Regulations and Eligibility" for teachers' certificates as respects citizenship, character and general fitness for teaching, and health.
 2. Hold a bachelor's degree from accredited college or university.
 3. Hold, or have held, an Oklahoma standard or life teacher's certificate.
 4. Have three years or more of satisfactory school experience at the level of the professional certificate. A year in connection with this school experience requirement is considered to be a minimum of six months (120 days) or more of full-time work in one session, or in two consecutive sessions.

5. Be recommended for the certificate by the institution at which the preparation program was completed, if an Oklahoma institution. Present regulations applicable to standard and provisional teacher's certificates, pertaining to completion of college work for the certificate and to institutional recommendation, and to applications based on college work completed in institutions outside Oklahoma, shall be applicable to the professional teacher's certificate as well.
6. Complete at an Oklahoma institution an approved program for the professional teacher's certificate, or, in applicable cases, equivalent work prior to establishment of formally approved programs; or equivalent work at an institution outside Oklahoma, as determined by Oklahoma certification authorities.

The type of certificate (teaching field) shall be determined by the area of teaching specialization.

- D. *Term of the Certificate* shall be seven (7) years, with effective date and termination date determined under present regulations on "Term of Validity."

ELEMENTARY-SECONDARY SCHOOL CERTIFICATE (Grades K-12)

STANDARD ELEMENTARY-SECONDARY SCHOOL

The applicant shall satisfy all general regulations of eligibility (see pp. 9-10).

The applicant shall have completed an approved certificate program of the same type as the certificate applied for if training was done in an Oklahoma college or university.

When training was done outside of Oklahoma, the applicant shall have completed academic preparation equivalent to satisfying all requirements enumerated by the minimum essentials for the approved certificate of type sought.

General Education

Same as for Standard Secondary Certification

The applicant's academic preparation shall include six semester hours of American history and government.

Professional Education

Twenty-one semester hours in professional education, including at least nine semester hours in student teaching, methods, and materials, are required. If methods, materials, and student teaching be not combined into an integrated course, a minimum of six semester hours in directed observation, participation, and student teaching, divided between the elementary and secondary-school levels, is required. Each institution educating teachers adopt a program of requiring proficiency in educational media appropriate for the subject taught. (Effective September 1971)

Any teacher who holds a standard bachelor's degree and has three or more years of experience in an accredited school as a teacher, supervisor, administrator, or combination thereof and who meets all other requirements

for the standard and/or provisional certificate except student teaching may, upon recommendation of the certification officer in an approved teacher-education institution, substitute other professional education courses for the student teaching, provided that one of the three years of experience shall have been during the five years immediately preceding the filing of the application for the standard certificate, that no substitution shall be permitted for any part of the three years of experience, and that in no case shall any substitution made reduce the total number of semester hours of professional education normally required for the certificate sought.

After July 1, 1976, no person shall be granted a standard certificate to teach in the public schools of this state unless he has satisfactorily completed a course of two or more semester hours in the education of the exceptional child.

Specialized Education

College credit, in the area of specialization, which is appropriate to the contemplated certificate, is required as follows:

ART. A minimum of 36 semester hours of credit in art is required.

HEALTH AND PHYSICAL EDUCATION. A minimum of 30 semester hours in health and physical education with at least eight semester hours in health education and at least eight semester hours in physical education is required.

MUSIC (COMBINED—INSTRUMENTAL AND VOCAL). A minimum of 46 semester hours in music, including not fewer than eight semester hours of credit in instrumental music and not fewer than eight semester hours of credit in vocal music is required.

MUSIC (INSTRUMENTAL). A minimum of 40 semester hours in music with special emphasis on instrumental music is required.

MUSIC (VOCAL). A minimum of 40 semester hours in music with special emphasis on vocal music is required.

PROVISIONAL ELEMENTARY-SECONDARY SCHOOL

The applicant shall satisfy all general regulations of eligibility.

The applicant shall have completed the following minimum academic preparation.

General Education

Same as for Standard Secondary Certification

Professional Education

A minimum of 15 semester hours of college credit in professional education, applicable on requirements for the standard elementary-secondary school certificate, including some work in student teaching, methods, and materials, is required.

Any teacher who holds a standard bachelor's degree and has three or more years of experience in an accredited school as a teacher, supervisor,

administrator, or combination thereof and who meets all other requirements for the standard and/or provisional certificate except student teaching may, upon recommendation of the certification officer in an approved teacher-education institution, substitute other professional education courses for the student teaching, provided that one of the three years of experience shall have been during the five years immediately preceding the filing of the application for the standard certificate, that no substitution shall be permitted for any part of the three years of experience, and that in no case shall any substitution made reduce the total number of semester hours of professional education normally required for the certificate sought.

Specialized Education

College credit is required in the area of specialization, as listed below, which is appropriate to the type of certificate sought, with the work so distributed as to qualify the applicant for an approval credential to teach at least one course in the field in which the certificate is endorsed.

1. *Art.* A minimum of 24 semester hours of art courses is required.
2. *Health and Physical Education.* A minimum of 20 semester hours of work in health and physical education courses is required.
3. *Music (Combined-Instrumental and Vocal).* A minimum of 30 semester hours of music courses is required. This work shall be distributed so that there are at least six semester hours in instrumental music and at least six semester hours in vocal music.
4. *Music (Instrumental.)* A minimum of 24 semester hours of music with emphasis on instrumental music is required.
5. *Music (Vocal).* A minimum of 24 semester hours of music with emphasis on vocal music is required.

TEMPORARY ELEMENTARY-SECONDARY SCHOOL

The applicant shall satisfy all general regulations of eligibility

The applicant shall have completed the following minimum academic preparation.

General Education

Forty semester hours of college credit in general education, designed to contribute to a broad, cultural background, are required. College credit used to satisfy the requirements in general education, in an amount not to exceed ten semester hours, may also be counted in meeting requirements in the field of specialization.

Professional Education

A minimum of 12 semester hours of college credit in professional education is required.

Specialized Education

At least 18 semester hours of college credit are required in the area of specialization, appropriate to the type of certificate sought, with the work so

distributed as to qualify the applicant for an approval credential to teach at least one course in the field in which the certificate is endorsed.

ELEMENTARY SCHOOL CERTIFICATE (Grades K-8)

PROFESSIONAL ELEMENTARY CERTIFICATE

Minimum Essentials

Formal admission to graduate study in an approved program for the certificate, completion of 32 hours, or 30 hours and a thesis, in appropriate courses taken for graduate credit, culminating in a master's degree, or with a master's degree otherwise obtained, provided that the 32 hours of required work must meet grade standards as high as required for the degree issued directly on the basis of the approved program.

- A. *Professional Education* — A minimum of eight hours in courses, not necessarily specialized as to teaching level, designated as professional education in the approved program, in such appropriate areas as problems of teaching, materials and methods of instruction course and curriculum development, philosophical and historical foundations, guidance, measurement and evaluation, human development and learning, and research and statistics. The eight hours shall be in addition to the professional education required in the "Minimum Essentials" for the standard certificate of the same type as the professional certificate of which at least twelve (12) hours must be completed outside of the program for the professional certificate.
- B. *Specialized Education* — A minimum of eight hours in courses as follows: For elementary certificate, eight hours or more in subject-field content and/or methods and materials especially appropriate for elementary teachers. This work shall be in addition to that in specialized education required for the standard elementary certificate of which at least twelve (12) hours must be completed outside of the program for the professional certificate. Elective work, maximum sixteen hours, in appropriate courses in professional teacher education, areas of teaching specialization, or other academic areas.
- C. *Requirements For the Certificate:*
 1. Meet the present requirements in "General Regulations and Eligibility" for teachers' certificates as respects citizenship, character and general fitness for teaching, and health.
 2. Hold a bachelor's degree from accredited college or university.
 3. Hold, or have held, an Oklahoma standard or life teacher's certificate.
 4. Have three years or more of satisfactory school experience at the level of the professional certificate. A year in connection with this school experience requirement is considered to be a minimum of six months (120 days) or more of full-time work in one session, or in two consecutive sessions.
 5. Be recommended for the certificate by the institution at which the preparation program was completed, if an Oklahoma institution. Present regulations applicable to standard and provisional teacher's certificates, pertaining to completion of college work for the

certificate and the institutional recommendation, and to applications based on college work completed in institutions outside Oklahoma, shall be applicable to the professional teacher's certificate as well.

6. Complete at an Oklahoma institution an approved program for the professional teacher's certificate, or in applicable cases, equivalent work prior to establishment of formally approved program; or equivalent work at an institution outside Oklahoma, as determined by Oklahoma certification authorities.

The type of certificate (teaching field) shall be determined by the area of teaching specialization.

- D. *Term of the Certificate* shall be seven (7) years, with effective date and termination date determined under present regulations on "Term of Validity."

ELEMENTARY SCHOOL CERTIFICATE (Grades K-8)

STANDARD CERTIFICATE

The applicant shall satisfy all general regulations of eligibility (see pp. 9-10).

The applicant shall have completed an approved certificate program for the preparation of elementary teachers if his training was done in an Oklahoma college or university.

The applicant shall have completed academic preparation equivalent to satisfying all requirements enumerated by the Minimum Essentials for Approved Teacher-Certificate Programs for the preparation of elementary teachers when his training was done outside of Oklahoma.

An applicant having a currently valid Oklahoma professional, standard or life elementary-secondary or secondary school certificate may qualify for a standard elementary certificate by completing all requirements, in the area of specialization, of an approved program.

General Education

A minimum of 50 semester hours of credit in general education, designed to develop a broad, cultural background, is required, the work to be taken in the ten areas listed below.

Some work shall be taken in each of at least the first six areas, provided that there may be variation in, or waiver of, requirements in accordance with the degree of student competence in the respective areas, as determined by appropriate procedures employed by the institution.

Whether or not certain requirements are reduced or waived, as provided, the total credit in the ten areas shall be at least 50 semester hours.

Not more than 12 semester hours in any one area may apply on the 50 semester hours required.

1. Language arts (English).
2. Social studies—including six semester hours of American history and government and two or three semester hours in geography.

3. Mathematics.
4. Science—This shall include work in both physical and biological sciences.
5. Fine arts (art, drama, music).
6. Health and physical education
7. Foreign language.
8. "Reading (For area of concentration — Reading, a minimum of 8 or 9 hours in reading; language arts methods in elementary, linguistics, children's literature, and/or library science)."
9. Practical arts (agriculture, business education, home economics, industrial arts).
10. General humanities (history and appreciation studies in art, literature, music, philosophy, religion, and related areas).
11. Psychology.

Professional Education

A minimum of 21 semester hours of credit in professional teacher-education courses is required, including work in each of the following areas:*

1. Psychology of learning and child growth and development.
2. Social foundations of education (orientation to teaching, philosophy of education, sociology of education, introduction to teaching, history of education, etc.)
3. Evaluation of learning (testing and measurements, guidance, etc.)
4. Student teaching—minimum of six semester hours, at least four semester hours of which is on the elementary-school level; or meet the three-years-experience regulation.

Student teaching refers to the laboratory experiences of a student who works in close co-operation with a helping or supervising teacher in a regular school situation. This experience brings the student into direct contact with children. These experiences should be so planned as to permit the teacher trainee to work a minimum of three consecutive hours per day in his student teaching activities. Preferably, the student should work all hours of the school day over a period of consecutive weeks.

Any teacher who holds a standard bachelor's degree and has three or more years of experience in an accredited school as a teacher, supervisor, administrator, or combination thereof and who meets all other requirements for the standard and/or provisional certificate except student teaching may, upon recommendation of the certification officer in an approved teacher-education institution, substitute other professional education courses for the student teaching, provided that one of the three years of experience shall have been during the five years immediately preceding the filing of the

application for the standard certificate, that no substitution shall be permitted for any part of the three years of experience, and that in no case shall any substitution made reduce the total number of semester hours of professional education normally required for the certificate sought.

None of the work completed to fulfill general education requirements may be counted as part of the work required in the area of specialization.

5. Remaining work in the minimum total of 21 semester hours may be from the four areas above or in other approved education courses, such as Audio-Visual Education, Educational Guidance, Psychology of Exceptional Children, Introduction to American Education. Each institution educating teachers adopt a program of requiring proficiency in educational media appropriate for the subject taught. (Effective September 1971)

*Items 1-4 refer to areas, not necessarily to specific course titles.

6. After July 1, 1976, no person shall be granted a standard certificate to teach in the public schools of this state unless he has satisfactorily completed a course of two or more semester hours in the education of the exceptional child.

The course shall include instruction on identification of children with learning disabilities caused by neurological disorders, mental retardation, and sociological factors. The course shall provide information on methods and techniques for teaching exceptional children, sources of referral and assistance to teachers and parents.

Specialized Education

A minimum of 25 semester hours of credit in specialized education for elementary teachers, that is, work in subject-field content and/or methods and materials especially appropriate to preparation for teaching at the elementary level, is required. Some work shall be done in each of the following areas:

1. Arithmetic
2. Science
3. Language Arts (Oral and Written Communication)
4. Reading
5. Social Studies
6. Children's Literature and/or Library Science for Children
7. Fine Arts (art, drama, music)
8. Health and Physical Education

Area of Concentration

"An area of concentration, consisting of not fewer than 18 semester hours, shall be completed. This concentration shall be in one of the first eight areas listed under general education and in special education for exceptional

children, mentally handicapped, speech correction, deaf and hard of hearing, learning disabilities, emotionally disturbed, physically handicapped, visually impaired; and early childhood education. Work taken in general education, areas 1-8, and specialized education may be counted in meeting this requirement when it is in the area of concentration chosen. The concentration in special education may include survey courses from the various areas of special education or it may include depth in one or more areas. The 18-hour early childhood area of concentration must include a minimum of two hours of early childhood practicum and a minimum of six hours of early childhood curriculum from Category 1 of the approved program.

Conversion Plan

The holder of a valid Oklahoma elementary-secondary or secondary standard or life school teacher's certificate may qualify for a standard elementary school certificate by fulfilling all requirements in the area of specialized elementary education as stated in the program for the approved elementary school certificate above. The requirements in general education and in professional education for the elementary certificate, under the conversion plan, are considered to be fulfilled by work taken for the standard elementary-secondary, standard secondary or life teacher's certificate.

PROVISIONAL ELEMENTARY SCHOOL CERTIFICATE (Grades K-8)

The applicant shall satisfy all general regulations of eligibility.

The applicant shall have completed the following minimum academic preparation.

General Education

A minimum of 50 semester hours of general education, designed to develop a broad, cultural background, is required, the work to be taken in the ten areas listed below.

Some work shall be taken in each of at least the first six areas listed, provided that there may be variation in, or waiver of, requirements in accordance with the degree of student competence in the respective areas, as determined by appropriate procedures employed by the institution.

Whether or not certain requirements are reduced or waived as provided, the total credit in the ten areas shall be at least 50 semester hours.

Not more than 12 semester hours in any one area may apply on the 50 semester hours required.

1. Language arts (English).
2. Social studies—including six semester hours of American history and government.

3. Mathematics.
4. Science—This shall include work in both physical and biological sciences.
5. Fine arts (art, drama, music).
6. Health and physical education.
7. Foreign language.
8. Reading.
9. Practical arts (agriculture, business education, home economics, industrial arts).
10. General humanities (history and appreciation studies in art, literature, music, philosophy, religion, and related areas).
11. Psychology.

Professional Education

A minimum of 15 semester hours of college credit in professional education, applicable on requirements for the standard elementary school certificate and including some work in student teaching, is required.

Any teacher who holds a standard bachelor's degree and has three or more years of experience in an accredited school as a teacher, supervisor, administrator, or combination thereof and who meets all other requirements for the standard and/or provisional certificate except student teaching may, upon recommendation of the certification officer in an approved teacher-education institution, substitute other professional education courses for the student teaching, provided that one of the three years of experience shall have been during the five years immediately preceding the filing of the application for the standard certificate, that no substitution shall be permitted for any part of the three years experience, and that in no case shall any substitution made reduce the total number of semester hours of professional education normally required for the certificate sought.

Specialized Education

A minimum of 18 semester hours of specialized education for elementary teachers, as defined in Minimum Essentials for Approved Teacher-Certificate Programs with some work in at least four of the six areas listed as required for the standard elementary school certificate.

Conversion Plan. Under the conversion plan, the holder of a currently valid Oklahoma standard or life elementary-secondary or secondary school certificate may qualify for a provisional elementary school certificate by completing 16 semester hours of work in the area of specialized elementary education, including a minimum of six semester hours of work in one or more of the following areas:

1. Arithmetic.
2. Language arts (English).
3. Science.
4. Social studies.

TEMPORARY ELEMENTARY SCHOOL CERTIFICATE (Grades K-8)

The applicant shall satisfy all general regulations of eligibility.

The applicant shall complete the following minimum academic preparation.

Professional Education

A minimum of 12 semester hours of credit in professional teacher education is required.

General Education

A minimum of 40 semester hours in general education, which would normally be accepted in satisfying requirements for the standard elementary school certificate, is required.

Specialized Education

A minimum of 14 semester hours of college credit in specialized education for the elementary teacher, which will apply in meeting requirements for the completion of an approved elementary teacher's program as outlined under Minimum Essentials for Approved Programs is required. This work shall include some work in at least four of the six areas listed as required for the standard elementary school certificate.

Conversion Plan Under the conversion plan, one may qualify for a temporary elementary school certificate if he hold a currently valid Oklahoma standard elementary-secondary or secondary school certificate by completing eight semester hours work in the area of specialized elementary education, including not fewer than four semester hours in the following areas:

1. Arithmetic.
2. Language arts (English).
3. Science.
4. Social studies.

REQUIREMENTS FOR CERTIFICATION EARLY CHILDHOOD EDUCATION

STANDARD EARLY CHILDHOOD EDUCATION (Nursery through Kindergarten)

The applicant shall satisfy all general regulations of eligibility. (see pp. 9-10).

The applicant shall have completed an approved certificate program for the preparation of early childhood teachers if his training was done in an Oklahoma college or university.

The applicant shall have completed academic preparation equivalent to satisfying all requirements enumerated by the minimum essentials for

approved teacher-certification programs for the preparation of early childhood teachers when his training was done outside Oklahoma.

The early childhood education certificate authorizes the holder to teach children in nursery school through kindergarten provided the holder has an appropriate approval credential.

General Education

A minimum of 50 semester hours of credit in general education, designed to develop a broad, cultural background, is required, the work to be taken in the ten areas listed below.

Some work shall be taken in each of at least the first seven areas listed, provided that there may be variation in, or waiver of, requirements in accordance with the degree of student competence in the respective areas, as determined by appropriate procedures employed by the institution.

Whether or not certain requirements are reduced or waived, as provided, the total credit in the ten areas shall be at least 50 semester hours.

Not more than 12 semester hours in any one area may apply on the 50 semester hours required.

1. Language arts (English).
2. Social Studies—including a minimum of six semester hours of American history and government and two or three semester hours in geography.
3. Mathematics.
4. Science—This shall include work in both physical and biological sciences.
5. Fine arts (art, drama, music).
6. Health and physical education.
7. Psychology.
8. Practical arts (agriculture, business education, home economics, industrial arts).
9. General humanities (history and appreciation studies in art, literature, music, philosophy, religion, and related areas).
10. Foreign Language.

Professional Education

A minimum of 21 semester hours of credit in professional teacher-education courses is required, including work in each of the following areas:

1. Childhood growth and development. (Conception through six years).
2. Social foundations of education (orientation to teaching, philosophy of education, sociology of education, introduction to teaching, history of education, etc.)

3. Educational psychology (specific to early childhood education).
4. Student teaching—minimum of six semester hours to include some teaching at both levels (nursery and kindergarten).
5. Remaining work in the minimum total of 21 semester hours may be from the four areas above or in other approved Early Childhood Education courses, such as: History and Philosophy of Early Childhood Education, Curriculum and Methods of Early Childhood Education, Psychology of Exceptional Children, Guidance in Early Childhood, and Organization and Administration of Early Childhood Education. Each institution educating teachers adopt a program of requiring proficiency in educational media appropriate for the subject taught. (Effective September 1971).

Specialized Education

A minimum of 25 semester hours of credit in specialized education for Early Childhood Education teachers, that is, work in subject-field content and/or methods and materials especially appropriate to preparation for teaching at the Early Childhood Education level, is required. Some work shall be done in each of the following areas:

1. Curriculum of Early Childhood Education—The content of these courses should include such areas as:
 - a. Play, play materials and equipment.
 - b. Art.
 - c. Music.
 - d. Literature.
 - e. Science (social and natural).
 - f. Program Planning—(curriculum, methods and evaluation).
2. Parent and School Relationships—The content of these courses should cover such areas as:
 - a. Parent-Teacher relations.
 - b. Family life education.
 - c. Family and human development.
3. Health and Nutrition—The content of these courses should cover such areas as:
 - a. Nutrition.
 - b. Health.
4. Speech Correction.

Conversion Plan

The holder of a valid Oklahoma Standard Elementary Certificate may qualify for the Standard Early Childhood Education Certificate by completing a minimum of fourteen (14) semester hours of credit applicable

to the Standard Early Childhood Education Certification program. The fourteen (14) hours should be as follows: A minimum of two (2) semester hours of credit in Early Childhood Education practicum; a minimum of twelve (12) semester hours of credit applicable to the specialized education area in the Early Childhood Education Standard Certificate Program, eight (8) hours of which must be completed in area No. 1 and the remaining four (4) hours may be chosen from areas 1, 2, 3, and/or 4.

1. Curriculum of Early Childhood Education—The content of these courses should include such areas as:
 - a. Play, play materials and equipment.
 - b. Art.
 - c. Music.
 - d. Literature.
 - e. Science (social and natural).
 - f. Program Planning—(curriculum, methods and evaluation).
2. Parent and School Relationships—The content of these courses should cover such areas as:
 - a. Parent-Teacher relations.
 - b. Family life education.
 - c. Family and human development.
3. Health and Nutrition—The content of these courses should cover such areas as:
 - a. Nutrition.
 - b. Health.
4. Speech Correction.

PROVISIONAL EARLY CHILDHOOD EDUCATION (Nursery through Kindergarten)

The applicant shall satisfy all general regulations of eligibility.

The applicant shall have completed the following minimum academic preparation.

General Education

Same as for Standard Early Childhood Education certification with the exception of United States History and United States Government.

Professional Education

A minimum of 15 semester hours of college credit in professional education, applicable on requirements for the standard Early Childhood Education Certificate and including some work in student teaching, is required.

Any teacher who holds a standard bachelor's degree and has three or more years of experience at the Early Childhood Education level in an accredited school as a teacher, supervisor, administrator, or combination thereof and who meet all other requirements for the standard and/or provisional certificate except student teaching may, upon recommendation of the certification officer in an approved teacher-education institution, substitute other professional education courses for the student teaching, provided that one of the three years of experience shall have been during the five years immediately preceding the filing of the application for the standard certificate, that no substitution shall be permitted for any part of the three years of experience, and that in no case shall any substitution made reduce the total number of semester hours of professional education normally required for the certification sought.

Specialized Education

A minimum of 18 semester hours of specialized education for Early Childhood Education teachers, as defined in Minimum Essentials for Approved Teacher-Certificate Programs with some work in at least the first three of the four areas listed as required for the standard Early Childhood Education Certificate, is requested.

TEMPORARY EARLY CHILDHOOD EDUCATION (Nursery through Kindergarten)

The applicant shall satisfy all general regulations of eligibility.

The applicant shall complete the following minimum academic preparation.

General Education

A minimum of 40 semester hours in general education, which would normally be accepted in satisfying requirements for the standard Early Childhood certificate, is required.

Professional Education

A minimum of 12 semester hours of credit in professional teacher education is required.

Specialized Education

A minimum of 14 semester hours of college credit in specialized education for the Early Childhood Education teacher, which will apply in meeting requirements for the completion of an approved Early Childhood Education teacher's program as outlined under Minimum Essentials for Approved Programs is required. This work shall include work in at least the first two of the four areas listed as required for the standard Early Childhood Education certificate.

SPECIAL CERTIFICATES DRIVER AND SAFETY EDUCATION

STANDARD DRIVER AND SAFETY EDUCATION

1. The applicant shall satisfy all general regulations of eligibility.
2. The applicant shall hold a valid Oklahoma standard elementary,

elementary-secondary, secondary, or special certificate and/or have completed a degree program, with a major in safety education, which includes the general education and professional education requirements of other certificate programs, in addition to the minimum essentials of the academic program set forth in the Driver and Safety Education Certificate.

3. The applicant shall possess a valid Oklahoma driver's license.

4. The applicant shall have completed an approved teacher-certificate program in driver and safety education if preparation was done in an Oklahoma college or university.

5. The applicant shall have met all requirements set forth in the Minimum Essentials for Approved Teacher Certificate Programs in driver and safety education if his preparation was from an institution located outside of Oklahoma.

6. An approved program shall include a minimum of 21 semester hours of work distributed as follows:

A. A minimum of three semester hours is required from each of the following specified areas:

1. General Safety Education
2. Driver and Traffic Safety Education I
3. Driver and Traffic Safety Education II

B. A minimum of six additional hours of credit from courses selected from the following with a maximum of three hours from any one area:

1. Audiovisual Education
2. Simulation in Driver Education
3. Multiple-Car Methods in Driver Education
4. Auto Mechanics
5. Workshops or Seminars in Driver and Traffic Safety Education
6. History and Principles of Driver and Traffic Safety
7. Programmed Instruction in Driver and Traffic Safety Education
8. Other approved courses as part of approved programs

C. Six additional hours of credit from courses listed below or from courses from Item B not previously taken.

1. Philosophy of Safety Education
2. Traffic Engineering Education
3. Motor Vehicle Administration
4. Teaching Traffic Safety Education
5. Public Relations

6. Criminology
7. First Aid
8. Civil Defense
9. Motorcycle Education
10. Alcohol and Drug Education

REQUIREMENTS FOR PROVISIONAL AND TEMPORARY CERTIFICATES

1. The applicant shall fulfill all requirements of eligibility for certification.
2. The applicant shall hold a valid Oklahoma standard elementary, elementary-secondary, secondary, or special certificate.
3. The applicant shall possess a valid Oklahoma driver's license.
4. The applicant shall have completed an approved teacher-certificate program in driver and safety education if preparation was done in an Oklahoma college or university.
5. The applicant shall have met all requirements set forth in the Minimum Essentials for Approved Teacher-Certificate Programs in driver and safety education if his preparation was from an institution located outside of Oklahoma.

PROVISIONAL DRIVER AND SAFETY EDUCATION

The applicant shall have completed a minimum of 15 semester hours of work from categories A and B as follows:

- A. A minimum of three semester hours is required from each of the following specified areas:
 1. General Safety Education
 2. Driver and Traffic Safety Education I
 3. Driver and Traffic Safety Education II
- B. A minimum of six additional hours of credit from courses selected from the following with a maximum of three from any one area:
 1. Audiovisual Education
 2. Simulation in Driver Education
 3. Multiple-Car Methods in Driver Education
 4. Auto Mechanics
 5. Workshops or Seminars in Driver and Traffic Safety Education
 6. History and Principles of Driver and Traffic Safety
 7. Programmed Instruction in Driver and Traffic Safety Education
 8. Other approved courses as part of approved programs

TEMPORARY DRIVER AND SAFETY EDUCATION

The applicant shall have completed the following minimum academic preparation in addition to that otherwise required.

- A. A minimum of three semester hours is required from each of the following specified areas:
 1. General Safety Education
 2. Driver and Traffic Safety Education I
 3. Driver and Traffic Safety Education II

READING SPECIALIST

(The term "reading specialist" is defined to mean full or part-time teaching of reading, reading clinicians, reading supervisors, reading consultants, reading diagnosticians, directors of reading clinics, helping teachers in reading.)

STANDARD READING SPECIALIST

1. Hold a bachelor's degree from an accredited college or university.
2. Hold, or have held, an Oklahoma standard or life teaching certificate. Prerequisite course work required before preparing for the following certificates include: "Seven to twelve hours of credit, excluding workshops, which includes preparation in each of the following:
 1. Basic reading skills including methods and materials in instruction of reading.
 2. Methods of teaching elementary language arts.
 3. Children's and/or juvenile literature."
3. Have three or more years of satisfactory teaching and/or clinical experience. A year in connection with this experience requirement is considered to be a minimum of six months (120 days) or more of full-time work in one session or in two consecutive sessions, if the experience is teaching. If the experience is clinical, two months (40 days) or more of full-time work in one session, or in two consecutive sessions.
4. Be recommended for the certificate by the institution at which the preparation program was completed, if an Oklahoma institution. Present regulations applicable to standard and provisional teachers' certificates pertaining to completion of college work for the certificate and to institutional recommendation, and to applications based on college work completed in institutions outside Oklahoma, shall be applicable to the reading specialists certificate as well.
5. Complete at an Oklahoma institution an approved program for the reading specialist certificate, or, in applicable cases, equivalent work prior to establishment of formally approved programs; or equivalent work at an institution outside Oklahoma, as determined by the Oklahoma certification authorities.

STANDARD CERTIFICATE - MINIMUM ESSENTIALS

Formal admission to graduate study in an approved program for the certificate and completion of 30 hours in appropriate courses taken for graduate credit, or hold a Master's degree in reading. In either case, the program must include:

- A. A minimum of 12 semester hours in graduate level reading courses with at least one course in each of the following:

1. *Foundations or survey of reading*

A basic course whose content is related exclusively to reading instruction or the psychology of reading. Such a course ordinarily would be the first in a sequence of reading courses.

2. *Diagnosis and correction of reading disabilities*

The content of this course or courses includes the following: causes of reading disabilities; observation and interview procedures; diagnostic instruments; standard and informal tests; report writing; materials and methods of instruction.

3. *Clinical or laboratory practicum in reading*

A clinical or laboratory experience which might be an integral part of a course or courses in the diagnosis and correction of reading disabilities. Students diagnose and treat reading disability cases under supervision.

- B. An additional minimum of 12 semester hours from the following courses:

1. Measurement and/or evaluation
2. Child and/or adolescent psychology or development
3. Personality and/or mental hygiene
4. Educational psychology
5. Literature for children and/or adolescents
6. Organization and supervision of reading programs
7. Research and the literature in reading
8. Other approved courses
9. Linguistics
10. Communications
11. Curriculum

- C. The remainder of semester hours be obtained from additional courses under A, B and/or related areas such as:

1. Foundation of education
2. Guidance
3. Speech and hearing

4. Exceptional child

After July 1, 1976, no person shall be granted a standard certificate to teach in the public schools of this state unless he has satisfactorily completed a course of two or more semester hours in the education of the exceptional child.

PROVISIONAL READING SPECIALIST

1. Hold a bachelor's degree from an accredited college or university.

2. Hold, or have held, an Oklahoma standard or life teaching certificate. Prerequisite course work required before preparing for the following certificates include: "Seven to twelve hours of credit, excluding workshops, which includes preparation in each of the following:

1. Basic reading skills including methods and materials in instruction of reading.

2. Methods of teaching elementary language arts.

3. Children's and/or juvenile literature."

3. Be recommended for the certificate by the institution at which the preparation program was completed, if an Oklahoma institution. Present regulations applicable to standard and provisional teachers' certificates pertaining to completion of college work for the certificate and to institutional recommendation, and to applications based on college work completed in institutions outside Oklahoma, shall be applicable to the reading specialists certificate as well.

4. Complete at an Oklahoma institution an approved program for the reading specialists certificate, or, in applicable cases, equivalent work prior to establishment of formally approved programs; or equivalent work at an institution outside Oklahoma, as determined by the Oklahoma certification authorities.

Specialized Education - Minimum Essentials

Formal admission to graduate study in an approved program for the certificate and completion of 20 hours in appropriate courses taken for graduate credit distributed as follows:

A. Twelve semester hours of section A and the remainder from sections A, B and C.

1. *Foundations or survey of reading*

A basic course whose content is related exclusively to reading instruction or the psychology of reading. Such a course ordinarily would be the first in a sequence of reading courses.

2. *Diagnosis and correction of reading disabilities*

The content of this course or courses includes the following: causes of reading disabilities; observation and interview procedures; diagnostic instruments; standard and informal tests; report writing; materials and methods of instruction.

3. *Clinical or laboratory practicum in reading*

A clinical or laboratory experience which might be an integral part of a course or courses in the diagnosis and correction of reading disabilities. Students diagnose and treat reading disability cases under supervision.

B.

1. Measurement and/or evaluation
2. Child and/or adolescent psychology or development
3. Personality and/or mental hygiene
4. Educational psychology
5. Literature for children and/or adolescents
6. Organization and supervision of reading programs
7. Research and the literature in reading
8. Other approved courses
9. Linguistics
10. Communications
11. Curriculum

C.

1. Foundation of education
2. Guidance
3. Speech and hearing
4. Exceptional child

TEMPORARY READING SPECIALIST

1. Hold a bachelor's degree from an accredited college or university.
2. Hold, or have held, an Oklahoma standard or life teaching certificate.
3. The applicant shall complete the following minimum academic preparation.

Specialized Education

Formal admission to graduate study in an approved program for the certificate and completion of *eight semester hours in reading courses* taken for graduate credit.

SPECIAL EDUCATION FOR EXCEPTIONAL CHILDREN

Mentally Handicapped, Physically Handicapped

Speech Correction, Visually Impaired

The special certificate in special education authorizes the holder to teach exceptional children in the area of the approval credential in Grades K-12 in the public schools of Oklahoma. The approval credential based upon this certificate shall be issued by the Administrator of the Section of Teacher Certification in the State Department of Education.

STANDARD CERTIFICATE

The applicant shall fulfill all requirements of eligibility for certification (see pp. 9-10).

The applicant shall have completed a regular- or conversion-type certificate program for the preparation of teachers of exceptional children if work was done in an Oklahoma college or university.

The applicant shall have completed work which includes at least all academic requirements listed under minimum essentials for approved regular- or conversion-type programs in special education (see pp. 61-80) if work was done out of state.

Applicants applying for certificates who completed a conversion-type approved program shall meet the following additional requirements:

1. Professional education requirements for the standard early childhood, elementary school, elementary-secondary school, secondary school, or special certificate.
2. General education requirements for the standard early childhood, elementary school, elementary-secondary school, secondary school, or special certificate.
3. Not fewer than two years of teaching experience.

SPECIAL EDUCATION FOR EXCEPTIONAL CHILDREN (REGULAR PROGRAM)

General Education

A minimum of 50 semester hours of credit in general education, designed to develop a broad, cultural background with work in at least six of the following areas, is required:

1. Fine arts.
2. Foreign language.
3. Health and physical education.
4. Humanities.
5. Language arts (English).
6. Mathematics.
7. Practical arts.

8. Psychology.
9. Science.
10. Social studies.

Professional Education

A minimum of 21 semester hours of credit in professional education appropriate to special education, including at least nine semester hours in student teaching, methods, and materials, is required.

If student teaching, methods, and materials be not combined into an integrated course, a minimum of six semester hours in directed observation, participation, and student teaching is required. Each institution educating teachers adopt a program of requiring proficiency in educational media appropriate for the subject taught. (Effective September, 1971)

Specialized Education

A minimum of 24 semester hours of college credit in special education courses with emphasis in the area of the approval credential contemplated is required.

PROVISIONAL CERTIFICATE

Regular Program

The applicant shall have fulfilled all requirements of eligibility for certification

The applicant shall have completed the following minimum academic preparation if pursuing a regular special education program:

1. Fifteen semester hours of college credit in professional education, including student teaching, methods, and materials appropriate to special education.
2. Fifty semester hours of college credit in general education.
3. Sixteen semester hours of college credit in special education courses with emphasis in the area of the approval credential desired.

TEMPORARY CERTIFICATE (Regular Program)

The applicant shall fulfill all requirements of eligibility for certification

The applicant shall have completed the following minimum academic preparation if pursuing a regular special education program:

1. Twelve semester hours of college credit in appropriate professional education.
2. Forty semester hours of college credit in general education.
3. Eight semester hours of college credit in special education courses.

SPECIAL EDUCATION FOR EXCEPTIONAL CHILDREN
(Conversion Program)

STANDARD CERTIFICATE

Mentally Handicapped

A minimum of twenty semester hours of college credit in special education courses with emphasis in the area for the mentally handicapped is required. There must be some work in each of the first six areas listed below.

	Hours
1. Curriculum and Methods of Teaching Mentally Retarded Children	2 to 3
2. Survey of Exceptional Child	2 to 3
3. Introduction to Speech Correction	2 to 3
4. Methods and Materials for Teaching Reading or Foundations of Reading	2 to 3
5. Remedial or Diagnostic Reading	2 to 3
6. Guidance of the Exceptional Student	2 to 3
7. Other approved courses to complete the twenty semester hours from such areas as: Arts and Crafts, Psychological-Educational-Vocational Diagnostic Evaluation, Mental Hygiene, Abnormal Psychology, The Nature and Characteristics of the Mentally Retarded, Behavioral Management, Methods of Teaching Elementary Mathematics, Methods of Teaching Science	

Physically Handicapped

A minimum of two semester hours is required in each of the following three specified areas:

1. Education of physically handicapped children.
2. Introductory course to the study of exceptional children.
3. Speech correction.

Not fewer than eight semester hours in selected, related courses to include a minimum of six semester hours in two or more of the following areas are required:

1. Art.
2. Child care.
3. Curriculum and methods of teaching mentally retarded children and two or more semester hour's credit in (a) remedial or diagnostic reading ¹ and (b) arts and crafts ².

4. Guidance.
5. Home economics.
6. Industrial arts.
7. Mental hygiene.
8. Tests and measurements.

¹Required of those preparing to work with slow learners at the junior- and senior-high level, elective for those preparing to work at the elementary level.

²Required of those preparing to work with slow learners at the elementary level, elective for those preparing to work at the secondary-school level.

Visually Impaired

A minimum of six semester hours is required in the specific areas for the preparation of teachers of sight saving classes, including:

1. Clinical and laboratory study of eye conditions and problems.
2. Methods in sight saving classes.
3. Practice teaching with partially sighted children.

Not fewer than eight semester hours are required in at least two of the following related areas:

1. Arts and crafts.
2. Curriculum and methods of teaching slow learners.
3. Education of physically handicapped children.
4. Introductory course to exceptional children.
5. Mental hygiene.
6. Remedial or diagnostic reading.
7. Tests and measurements.

Speech Correction

A minimum of 20 semester hours is required in special preparation for speech correction. These shall include:

1. A course in phonetics or voice science.
2. A course in the principles of audiometry.
3. Three courses in speech correction and/or speech pathology, including one course in supervised clinical practice.
4. An introductory course in the study of exceptional children.
5. A course in the teaching of speech reading.

Courses offered as a part of the conversion program for special education teachers should, in the prescribed areas, provide the experienced teacher with the following basic understandings, skills, and experiences:

1. A philosophy of education which also includes the exceptional child.
2. A knowledge of the history of the education of exceptional children.
3. A knowledge of the extent of handicapping conditions among children of school age.
4. Descriptions of the conditions which make children exceptional.
5. Provisions for exceptional children under the *Oklahoma School Code*.
6. Experiences with exceptional children through field trips to observe them.
7. Basic knowledge of the methods of organization to meet the educational needs of retarded children.
8. Methods of testing, diagnosis, and classification of retarded children.
9. Specific curriculum development for younger and older retarded children.
10. Guidance, particularly vocational guidance of retarded children.
11. Skills in the utilization of arts and crafts in the teaching of retarded children.
12. Techniques in teaching reading to children who are both educationally and mentally retarded.
13. Acquaintance with the various types of speech defects and the ability to deal with some of the simple types of articulatory disorders.

PROVISIONAL CERTIFICATE (Mentally Handicapped)

Conversion Program

Applicants pursuing the conversion-type certificate program in special education shall meet the following requirements in addition to fulfilling all requirements for eligibility

1. General and professional education requirements for the standard certificate.
2. Not fewer than two years of teaching experience.
3. Completion of fourteen semester hours of college credit with work in the three areas listed below and the balance from other approved courses for the standard certificate.

	Hours
a. Curriculum and Methods of Teaching Mentally Retarded Children	2 to 3
b. Survey of Exceptional Child	2 to 3
c. Methods and Materials for Teaching Reading or Foundations of Reading	2 to 3

PROVISIONAL CERTIFICATE (Physically Handicapped, Visually Impaired and Speech Correction)

Conversion Program

Applicants pursuing the conversion-type certificate program in special education shall meet the following requirements in addition to fulfilling all requirements for eligibility

1. General and professional education requirements for the standard certificate.
2. Not fewer than two years of teaching experience.
3. Completion of six semester hours of college credit with work in at least two of the three specified areas listed in the field of emphasis (see pp. 63-64).

SPECIAL EDUCATION FOR DEAF AND HARD OF HEARING

STANDARD CERTIFICATE

The applicant shall satisfy all general regulations of eligibility (see pp. 9-10).

The applicant shall have completed an approved certificate program for the preparation of teachers for the Deaf and Hard of Hearing if his training was done in an Oklahoma college or university.

The applicant shall have completed academic preparation equivalent to satisfying all requirements enumerated by the minimum essentials for approved teacher-certificate program for the preparation of teachers of the Deaf or Hard of Hearing when his training was done outside Oklahoma.

General Education

A minimum of 50 semester hours of credit in general education, designed to develop a broad, cultural background with work in at least six of the following areas, is required:

Some work shall be taken in each of at least six areas listed, provided that there may be variation in, or waiver of, requirements in accordance with the degree of student competence in the respective areas, as determined by appropriate procedures employed by the institution.

Whether or not certain requirements are reduced or waived, as provided, the total credit in the ten areas shall be at least 50 semester hours.

Not more than 12 semester hours in any one area may apply on the 50 semester hours required.

1. Language arts (English).
2. Social Studies—including a minimum of six semester hours of American history and government.
3. Mathematics.
4. Science—This shall include work in both physical and biological sciences.
5. Fine arts (art, drama, music).

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6. Health and physical education.
7. Psychology.
8. Practical arts (agriculture, business education, home economics, industrial arts).
9. General humanities (history and appreciation studies in art, literature, music, philosophy, religion, and related areas).
10. Foreign Language.

Professional Education

A minimum of 21 semester hours of credit in professional teacher education courses is required, including work in each of the following areas:

1. History of Education and Guidance of the Deaf.
2. Psychology of learning and child growth and development.
3. Social foundations of education (orientation to teaching, philosophy of education, sociology of education, introduction to teaching, history of education, etc.).
4. Evaluation of learning (testing and measurements, guidance, etc.).
5. Student teaching—minimum of six semester hours to include some teaching at representative levels. (to include 288 clock hours).
6. Remaining work in the minimum total of 21 semester hours may be from the five areas above or in other approved education courses, such as Audio-Visual Education, Educational Guidance, Psychology of Exceptional Children, Introduction to American Education.

Specialized Education

A minimum of 18 semester hours of credit in specialized education for teachers of the deaf and hard of hearing, that is, work in subject field content and/or methods and materials especially appropriate to preparation of teaching the deaf and hard of hearing, is required. The minimum course requirements shall include the following:

	Semester hours
a. The Teaching of Speech to the Deaf	4
b. The Teaching of Language to the Deaf	4
c. Methods of Teaching School Subjects to the Deaf (pre-school, elementary, or secondary).	4
d. Methods of Teaching Speechreading to the Deaf and Hard of Hearing	2
e. Auditory and Speech Mechanisms	2
f. Hearing Tests and Auditory Training	2

Area of Concentration

An area of concentration, consisting of not fewer than eighteen semester

hours, shall be completed. This concentration shall be in one of the following:

1. Language Arts.
2. Social Studies.
3. Mathematics.
4. Science.
5. Fine Arts (art, drama, music).
6. Health and Physical Education.
7. Home Economics.
8. Elementary Education.
9. Early Childhood Education.
10. Special Education.
11. Other Secondary or Vocational Areas.

College credit used to satisfy the requirements in general education, in an amount not to exceed ten semester hours, may also be used in meeting requirements in the area of concentration.

PROVISIONAL CERTIFICATE - Deaf and Hard of Hearing

The applicant shall have fulfilled all requirements of eligibility for certification

The applicant shall have completed the following minimum academic preparation:

1. Fifteen semester hours of college credit in professional education, applicable on requirements for a standard certificate and including some credit in student teaching appropriate to special education for the teaching of Deaf and Hard of Hearing.
2. Fifty semester hours of credit in general education.
3. Fifteen semester hours of college credit in special education courses from among the following areas with some credit in a, b, c, and d:
 - a. The Teaching of Speech to the Deaf
 - b. The Teaching of Language to the Deaf
 - c. Methods of Teaching School Subjects to the Deaf
 - d. Hearing Tests and Auditory Training
 - e. Methods of Teaching Speechreading to the Deaf and Hard of Hearing
 - f. Auditory and Speech Mechanisms

Area of Concentration

An area of concentration, consisting of not fewer than eighteen semester

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hours, shall be completed. This concentration shall be in one of the following:

1. Language Arts
2. Social Studies
3. Mathematics
4. Science
5. Fine Arts (art, drama, music)
6. Health and Physical Education
7. Home Economics
8. Elementary Education
9. Early Childhood Education
10. Special Education
11. Other Secondary or Vocational Areas

College credit used to satisfy the requirements in general education, in an amount not to exceed ten semester hours, may also be used in meeting requirements in the area of concentration.

TEMPORARY CERTIFICATE - Deaf and Hard of Hearing

The applicant shall fulfill all requirements of eligibility for certification

The applicant shall complete the following minimum academic preparation:

1. Twelve semester hours of college credit in appropriate professional education.
2. Forty semester hours college credit in general education.
3. Eight semester hours of college credit in special education courses from the following:
 - a. The Teaching of Speech to the Deaf.
 - b. The Teaching of Language to the Deaf.
 - c. Methods of Teaching School Subjects to the Deaf.
 - d. Hearing Tests and Auditory Training.
 - e. Methods of Teaching Speedreading to the Deaf and Hard of Hearing.
 - f. Auditory and Speech Mechanisms.
 - g. History of Education and Guidance of the Deaf.
 - h. Student Teaching for the Deaf and Hard of Hearing.

SPECIAL EDUCATION—LEARNING DISABILITIES (Regular Program)

The special certificate in special education authorizes the holder to teach exceptional children in the area of learning disabilities in grades K-12 in the public schools of Oklahoma.

STANDARD CERTIFICATE

The applicant shall satisfy all general regulations of eligibility (see pp. 9-10).

The applicant shall have completed a regular certificate program for the preparation of teachers of learning disabilities if work was done in an Oklahoma college or university.

The applicant shall have completed work which includes at least all academic requirements listed under minimum essentials for approved regular-or conversion-type programs in special education if work was done out of state.

General Education

A minimum of 50 semester hours of credit in general education, designed to develop a broad, cultural background with work in at least six of the following areas, is required:

1. Fine Arts
2. Foreign Language
3. Health and Physical Education
4. Humanities
5. Mathematics
6. Language Arts (English)
7. Psychology
8. Practical Arts
9. Science
10. Social Studies

All applicants must complete a minimum of six semester hours of American History and Government.

Professional Education

A minimum of 21 semester hours of credit in professional education appropriate to special education, including at least nine semester hours in student teaching, methods, and materials, is required.

If student teaching, methods, and materials be not combined into an integrated course, a minimum of six semester hours in directed observation, participation, and student teaching is required.

Specialized Education

A minimum of 24 semester hours of college credit in special education

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courses with emphasis in the area of learning disabilities is required. There must be some work in each of the areas listed below:

	Hours
1. Survey of Exceptional Child	2 to 4
2. Introduction to Learning Disabilities	2 to 4
3. Psychological-Educational Diagnostic Evaluation	2 to 4
4. Remediation of Learning Disabilities—Methods and Techniques, i. e.	6 to 8
a. Language Remediation	
b. Sensory Motor	
c. Perceptual Development	
d. Conceptual, Social and Emotional	
5. Introduction to Speech Pathology	2 to 4
6. Practicum in Learning Disabilities	4 to 8
7. Methods of Diagnostic and Prescriptive Teaching	2 to 4
8. Behavioral Management	2 to 4
9. Foundations of Reading	2 to 4

Area of Concentration

An area of concentration, consisting of not fewer than eighteen semester hours, shall be completed. This concentration shall be in one of the following:

1. Language Arts
2. Social Studies
3. Mathematics
4. Science
5. Fine Arts (art, drama, music)
6. Health and Physical Education
7. Home Economics
8. Elementary Education
9. Early Childhood Education
10. Special Education
11. Other Secondary or Vocational Areas

College credit used to satisfy the requirements in general education, in an amount not to exceed ten semester hours, may also be used in meeting requirements in the area of concentration.

PROVISIONAL CERTIFICATE*Regular Program*

The applicant shall have fulfilled all requirements of eligibility for certification.

The applicant shall have completed the following minimum academic preparation:

1. Fifteen semester hours of college credit in professional education, applicable on requirements for a standard certificate and including some credit in student teaching appropriate to special education for the teaching of children with a specific learning disability.
2. Fifty semester hours credit in general education.
3. Completion of fifteen semester hours of college credit in special education courses from among the following areas with some credit in A, B, C, and D:
 - A. Survey of Exceptional Child.
 - B. Introduction to Learning Disabilities.
 - C. Psychological-Educational Diagnostic Evaluation.
 - D. Remediation of Learning Disabilities—Methods and Techniques, i.e.:
 1. Language Remediation.
 2. Sensory Motor.
 3. Perceptual development.
 4. Conceptual, Social and Emotional.
 - E. Introduction to Speech Pathology.
 - F. Practicum in Learning Disabilities.
 - G. Methods of Diagnostic and Prescriptive Teaching.
 - H. Behavioral Management.
 - I. Foundations of Reading.

Area of Concentration

An area of concentration, consisting of not fewer than eighteen semester hours, shall be completed. This concentration shall be in one of the following:

1. Language Arts.
2. Social Studies.
3. Mathematics.
4. Science.
5. Fine Arts (art, drama, music).

6. Health and Physical Education.
7. Home Economics.
8. Elementary Education.
9. Early Childhood Education.
10. Special Education.
11. Other Secondary or Vocational Areas.

College credit used to satisfy the requirements in general education, in an amount not to exceed ten semester hours, may also be used in meeting requirements in the area of concentration.

SPECIAL EDUCATION—LEARNING DISABILITIES (Conversion Program)

The special certificate in special education authorizes the holder to teach exceptional children in the area of learning disabilities in grades K-12 in the public schools of Oklahoma.

STANDARD CERTIFICATE

The applicant shall satisfy all general regulations of eligibility (see pp. 9-10).

The applicant shall have completed a conversion-type certificate program for the preparation of teachers of learning disabilities if work was done in an Oklahoma college or university.

The applicant shall have completed work which includes at least all academic requirements listed under minimum essentials for approved conversion-type programs in special education if work was done out of state.

Applicants applying for certificates who completed a conversion-type approved program shall meet the following additional requirements:

1. Professional education requirements for the standard elementary school, elementary-secondary school, secondary school or special education certificate.
2. General education requirements for the standard elementary school, elementary-secondary school, secondary school or special education certificate.
3. Not fewer than two years of teaching experience.

Specialized Education

A minimum of 24 semester hours of college credit in special education courses with emphasis in the area of learning disabilities is required. There must be some work in each of the areas listed below:

	Hours
1. Survey of Exceptional Child	2 to 4
2. Introduction to Learning Disabilities	2 to 4
3. Psychological-Educational Diagnostic Evaluation	2 to 4

- | | |
|---|--------|
| 4. Remediation of Learning Disabilities—Methods and Techniques, i.e. | 6 to 8 |
| a. Language Remediation | |
| b. Sensory Motor | |
| c. Perceptual Development | |
| d. Conceptual, Social and Emotional | |
| 5. Introduction to Speech Pathology | 2 to 4 |
| 6. Practicum in Learning Disabilities and/or Two Years Teaching Experience With Learning Disabilities | 4 to 8 |
| 7. Methods of Diagnostic and Prescriptive Teaching | 2 to 4 |
| 8. Behavioral Management | 2 to 4 |
| 9. Foundations of Reading | 2 to 4 |

PROVISIONAL CERTIFICATE

Conversion Program

Applicants pursuing the conversion-type certificate program in learning disabilities shall meet the following requirements in addition to fulfilling all requirements for eligibility.

1. General and professional education requirements for the standard or provisional certificate.
2. Not fewer than two years of teaching experience.
3. Completion of fifteen semester hours of college credit in special education courses from among the following areas with some credit in A, B, C, and D:
 - A. Survey of Exceptional Child
 - B. Introduction to Learning Disabilities.
 - C. Psychological-Educational Diagnostic Evaluation.
 - D. Remediation of Learning Disabilities—Methods and Techniques, i.e.:
 1. Language Remediation.
 2. Sensory Motor.
 3. Perceptual Development.
 4. Conceptual, Social and Emotional.
 - E. Introduction to Speech Pathology.
 - F. Practicum in Learning Disabilities and/or Two Years Teaching Experience With Learning Disabilities.
 - G. Methods of Diagnostic and Prescriptive Teaching.
 - H. Behavioral Management.
 - I. Foundations of Reading.

TEMPORARY CERTIFICATE*Conversion Program*

Applicants pursuing the conversion-type certificate program in special education shall meet the following requirements in addition to fulfilling all requirements for eligibility.

1. General and professional education requirements for the standard or provisional certificate.
2. Not fewer than two years of teaching experience.
3. Completion of eight semester hours of college credit in special education (learning disabilities) courses from among the following areas:
 - A. Survey of Exceptional Child.
 - B. Introduction to Learning Disabilities.
 - C. Remediation of Learning Disabilities—Methods and Techniques, i.e.:
 1. Language Remediation.
 2. Sensory Motor.
 3. Perceptual Development.
 4. Conceptual, Social and Emotional.
 - D. Methods of Diagnostic and Prescriptive Teaching.

**SPECIAL EDUCATION — EMOTIONALLY DISTURBED
(Regular Program)**

The special certificate in special education authorizes the holder to teach exceptional children in the area of emotionally disturbed in grades K-12 in the public schools of Oklahoma.

STANDARD CERTIFICATE

The applicant shall satisfy all general regulations of eligibility (see pp. 9-10).

The applicant shall have completed a regular-type certificate program for the preparation of teachers of emotionally disturbed if work was done in an Oklahoma college or university.

The applicant shall have completed work which includes at least all academic requirements listed under minimum essentials for approved regular programs in special education if work was done out of state.

General Education

A minimum of 50 semester hours of credit in general education, designed to develop a broad, cultural background with work in at least six of the following areas, is required.

1. Fine Arts
2. Foreign Language
3. Health and Physical Education
4. Humanities
5. Mathematics
6. Language Arts (English)
7. Practical Arts
8. Psychology
9. Science
10. Social Studies

All applicants must complete a minimum of six semester hours of American History and Government.

Professional Education

A minimum of 21 semester hours of credit in professional education appropriate to special education, including at least nine semester hours in student teaching, methods, and materials, is required.

If student teaching, methods, and materials be not combined into an integrated course, a minimum of six semester hours in directed observation, participation, and student teaching is required.

Specialized Education

A minimum of 24 semester hours of college credit in special education courses with emphasis in the area of emotionally disturbed is required. There must be some work in each of the areas listed below:

	Hours
1. Survey of Exceptional Child	2 to 4
2. Introduction to Emotionally Disturbed	2 to 4
3. Characteristics of Emotionally Disturbed	2 to 4
4. Procedures of Teaching Emotionally Disturbed	2 to 4
5. Abnormal Psychology	2 to 4
6. Foundations of Reading and Arithmetic	4 to 6
7. Behavioral Management (Home, School, Community)	4 to 6
8. Practicum—Emotionally Disturbed	4 to 6
9. Psychological-Diagnostics	2 to 4

Area of Concentration

An area of concentration, consisting of not fewer than eighteen semester hours, shall be completed. This concentration shall be in one of the following:

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1. Language Arts
2. Social Studies
3. Mathematics
4. Science
5. Fine Arts (art, drama, music)
6. Health and Physical Education
7. Home Economics
8. Elementary Education
9. Early Childhood Education
10. Special Education
11. Other Secondary or Vocational Areas

College credit used to satisfy the requirements in general education, in an amount not to exceed ten semester hours, may also be used in meeting requirements in the area of concentration.

PROVISIONAL CERTIFICATE

Regular Program

The applicant shall have fulfilled all requirements of eligibility for certification.

The applicant shall have completed the following minimum academic preparation:

1. Fifteen semester hours of college credit in professional education, applicable on requirements for a standard certificate and including some credit in student teaching appropriate to special education for the teaching of children who are specifically emotionally disturbed.
2. Fifty semester hours of credit in general education.
3. Completion of fifteen semester hours of college credit in special education courses from among the following areas with some credit in A, B, C, and D:
 - A. Survey of Exceptional Child.
 - B. Introduction to Emotionally Disturbed.
 - C. Characteristics of Emotionally Disturbed.
 - D. Procedures of Teaching Emotionally Disturbed.
 - E. Abnormal Psychology.
 - F. Foundations of Reading and Arithmetic.
 - G. Behavioral Management (Home, School, Community).
 - H. Practicum—Emotionally Disturbed and/or Two Years Experience with emotionally disturbed.

I. Psychological—Diagnostics.

Area of Concentration

An area of concentration, consisting of not fewer than eighteen semester hours, shall be completed. This concentration shall be in one of the following:

1. Language Arts.
2. Social Studies.
3. Mathematics.
4. Science.
5. Fine Arts (art, drama, music).
6. Health and Physical Education.
7. Home Economics.
8. Elementary Education.
9. Early Childhood Education.
10. Special Education.
11. Other Secondary or Vocational Areas.

College credit used to satisfy the requirements in general education, in an amount not to exceed ten semester hours, may also be used in meeting requirements in the area of concentration.

SPECIAL EDUCATION - EMOTIONALLY DISTURBED (Conversion Program)

The special certificate in special education authorizes the holder to teach exceptional children in the area of learning disabilities in grades K-12 in the public schools of Oklahoma.

STANDARD CERTIFICATE

The applicant shall satisfy all general regulations of eligibility (see pp. 9-10).

The applicant shall have completed a conversion-type certificate program for the preparation of teachers of learning disabilities if work was done in an Oklahoma college or university.

The applicant shall have completed work which includes at least all academic requirements listed under minimum essentials for approved conversion-type programs in special education if work was done out of state.

Applicants applying for certificates who completed a conversion-type approved program shall meet the following additional requirements:

1. Professional education requirements for the standard elementary school, elementary-secondary school, secondary school or special education certificate.

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2. General education requirements for the standard elementary school, elementary-secondary school, secondary school or special education certificate.

3. Not fewer than two years of teaching experience.

Specialized Education

A minimum of 24 semester hours of college credit in special education courses with emphasis in the area of emotionally disturbed is required. There must be some work in each of the areas listed below:

1. Survey of Exceptional Child	Hours 2 to 4
2. Introduction to Emotionally Disturbed	2 to 4
3. Characteristics of Emotionally Disturbed	2 to 4
4. Procedures of Teaching Emotionally Disturbed	2 to 4
5. Abnormal Psychology	2 to 4
6. Foundations of Reading and Arithmetic	4 to 6
7. Behavioral Management (Home, School, Community)	4 to 6
8. Practicum—Emotionally Disturbed and/or Two Years Teaching Experience with Emotionally Disturbed	4 to 6
9. Psychological-Diagnostics	2 to 4

PROVISIONAL CERTIFICATE

Applicants pursuing the conversion-type certificate program in emotionally disturbed shall meet the following requirements in addition to fulfilling all requirements for eligibility.

1. General and professional education requirements for the standard or provisional certificate.
2. Not fewer than two years of teaching experience.
3. Completion of fifteen semester hours of college credit in special education courses from among the following areas with some credit in A, B, C, and D:
 - A. Survey of Exceptional Child.
 - B. Introduction to Emotionally Disturbed.
 - C. Characteristics of Emotionally Disturbed.
 - D. Procedures of Teaching Emotionally Disturbed.
 - E. Abnormal Psychology.
 - F. Foundations of Reading and Arithmetic.
 - G. Behavioral Management (Home, School, Community).

- H. Practicum—Emotionally Disturbed, and/or two years teaching experience with emotionally disturbed.
- I. Psychological—Diagnostics.

TEMPORARY CERTIFICATE

Conversion Program

Applicants pursuing the conversion-type certificate program in special education shall meet the following requirements in addition to fulfilling all requirements for eligibility.

1. General and professional education requirements for the standard or provisional certificate.
2. Not fewer than two years of teaching experience.
3. Completion of eight semester hours of college credit in special education (emotionally disturbed) courses from among the following areas:
 - A. Survey of Exceptional Child.
 - B. Introduction to Emotionally Disturbed.
 - C. Characteristics of Emotionally Disturbed.
 - D. Procedures of Teaching Emotionally Disturbed.
 - E. Behavioral Management (Home, School, Community).

AGRICULTURE (VOCATIONAL) (Standard Certificate)

The holder of a special certificate endorsed in the specialized area of vocational agriculture is authorized to teach agriculture (vocational or general) in Grades 7-12 inclusive in any public school in Oklahoma when he has received an appropriate approval credential.

The applicant shall meet all regulations of eligibility for certification (see pp. 9-10).

The applicant shall be approved for certification by the State Supervisor of Vocational Agriculture in addition to being recommended by the preparing institution.

The applicant shall be a graduate of a standard four-year college course in agriculture from a land-grant college or from an institution approved for training teachers of vocational agriculture.

The applicant shall have completed an approved program for the preparation of teachers of vocational agriculture if work was done in Oklahoma.

The applicant shall have completed a program which meets all requirements specified by the Minimum Essentials for Approved Teacher-Certificate Programs and shall meet all other requirements in force in Oklahoma if his training or experience was done in some other state other than Oklahoma.

The applicant shall have had at least four years of farm experience since his fourteenth birthday and shall be able to perform the usual operations necessary in farming. This experience should preferably have occurred in the care and management of his own supervised farming program in vocational agriculture and/or on a farm conducted as a business unit.

A. *Total Requirements*

A B.S. Degree in Agriculture from a standard 4-year college of agriculture approved by the State Board of Vocational Education for training teachers of vocational agriculture is required.

B. *General Education*

A minimum of 58 semester credit hours of general education courses is required, distributed¹ as follows:

1. Communications—A minimum of 11 semester credit hours is required. (Note: Courses in each of the areas of English, Speech, and Journalism are required.)
2. Social Sciences—A minimum of 10 semester credit hours including 6 hours of history and government is required.
3. Natural Sciences—A minimum of 20 semester credit hours is required. Courses must be distributed as follows: CHEMISTRY 8 hours; BOTANY 4 hours; ZOOLOGY 4 hours; and PHYSICS 4 hours. (Students completing a full unit of physics in high school may elect another science course.)
4. Humanities—A minimum of 4 semester hours of courses in Humanities, Art, Literature, Music or Philosophy is required.
5. Psychology—A minimum of 3 semester credit hours of Psychology is required.
6. Mathematics—A minimum of 3 semester credit hours of mathematics is required.
7. Practical Arts—A minimum of 6 semester credit hours of practical arts is required.
8. Health, Physical Education, or Defense—Persons who have not completed one or more semesters and/or are exempt from military service or basic defense courses must take a minimum of 2 semester credit hours of physical education courses.

C. *Professional Education*

A minimum of 21 semester credit hours of professional courses are required.

1. Introduction, Philosophy and Planning Programs of Public School Education—6 hours
2. Psychology of Learning—3 hours
3. Methods and Management—5 hours
- ¹ 4. Participating Experiences in Student Teaching—7 hours.

5. Each institution educating teachers adopt a program of requiring proficiency in educational media appropriate for the subject taught. (Effective September 1971)

D. *Field of Specialization*

A minimum of 59 semester credit hours in the field of specialization, distributed as follows is required. A minimum grade point average of 2.5 in the field of specialization is also required. All courses transferred from a junior college or a 4-year college not designated as an approved agricultural college must be validated by completing upper division courses in each respective area at a standard 4-year agricultural college.

1. **Agricultural Economics**—A minimum of 10 semester credit hours is required. Courses in agricultural economics must include a course in farm and/or agricultural business management and a course in agricultural marketing or prices taken in an approved 4-year agricultural college.
2. **Plant Sciences**—A total of 10 hours of plant sciences is required. (A course in soil management must be taken in a standard 4-year agricultural college.)
3. **Animal Sciences**—A minimum of 12 semester credit hours of work in animals sciences is required. (A course in feeds and feeding or animal nutrition taken in a standard 4-year agricultural college is required.)
4. **Science courses accepted in the Field of Specialization**—A minimum of 6 semester credit hours of approved science must be completed.
5. **Agricultural Engineering**—A minimum of 8 semester credit hours in agricultural engineering is required, exclusive of AGEN 4222 which is a required professional course.
6. **Electives in Agriculture** may be selected from any of the areas listed above for additional credit hours needed in the field of specialization. Electives may also be selected in Rural Sociology.

After July 1, 1976, no person shall be granted a standard certificate to teach in the public schools of this state unless he has satisfactorily completed a course of two or more semester hours in the education of the exceptional child.

HOME ECONOMICS (VOCATIONAL)

A. *Consumer and Homemaking Education—Home and Family Living*

The holder of a special certificate endorsed in the specialized area of vocational home economics is authorized to teach home economics (vocational or general) in Grades 7-12 inclusive in any public school in Oklahoma when she has received an appropriate approval credential.

STANDARD HOME ECONOMICS (VOCATIONAL)

The applicant shall meet all regulations of eligibility for certification (see pp. 9-10).

The applicant shall be recommended for certification by the State Supervisor of Vocational Home Economics in addition to being recommended by the preparing institution.

The applicant shall have completed an approved program for the preparation of vocational home economics teachers if she did her teacher-education work in Oklahoma.

The applicant shall have completed a plan of study which fulfills all requirements and conditions set forth in the Minimum Essentials for Approved Teacher-Certificate Programs (see pp. 83-84) if work was done in an out-of-state institution.

Persons entering or re-entering teaching more than five years after the completion of requirements for and the issuance of a vocational home economics-type certificate shall meet the professional improvement regulations recommended by the Division of Vocational Home Economics in the State Department of Education and the approved institutions.

All courses for professional improvements shall be approved by the State Supervisor of Vocational Home economics and/or the head teacher educator in the institution where the work was taken.

General Education

Fifty semester hours of general education are required, consisting of the following:

1. Language arts (English)—eight semester hours.
2. Fine arts (art and/or applied art)—four semester hours.
3. Health and physical education and recreation—two semester hours.
4. Science (physical and biological) with not less than six semester hours in inorganic and organic chemistry—eleven semester hours.
5. Social studies (including economics, sociology, and six semester hours of American history and government)—twelve semester hours.
6. Electives, some of which shall be taken from the following: foreign language, humanities, mathematics, practical arts, communications, and psychology.

Professional Education

Twenty-one semester hours of professional education are required, including eight semester hours in methods and student teaching in home economics and additional courses to be selected from the following areas:

1. Adult Education and Community Development.
2. Child Development.
3. Career Education.
4. Education Psychology.

5. Educational media and/or each institution provide a program requiring proficiency in educational media appropriate for the subject taught.
6. Evaluation.
7. Guidance.
8. History and/or Philosophy of Education.
9. Human Development.
10. The Exceptional Child (Effective 1976).

(After July 1, 1976, no person shall be granted a standard certificate to teach in the public schools of this state unless he has satisfactorily completed a course of two or more semester hours in the education of the exceptional child.)

Specialized Education

Forty semester hours of specialized education, including emphasis on career preparation, are required from the following:

1. Clothing and Textiles: Consumer decision making in selection and design; construction and care--eight semester hours.
2. Consumer Economics and Management: Decision making; legislation and protection; individual and family economics; supervised experiences in home and resources management--six semester hours.
3. Family Relationships and Child Development: Human development and relationships, including supervised experience in observing and guiding children in an approved child development center--eight semester hours.
4. Foods and Nutrition: Consumer decision making in management and selection; Nutrition; planning, preparation and service--eight semester hours.
5. Housing: Consumer decision making in selection and management; use and maintenance of housing, furnishings, and equipment--six semester hours.
6. Electives.

TEMPORARY HOME ECONOMICS (VOCATIONAL)

The applicant shall meet all regulations of eligibility for certification

The applicant shall hold a degree from an institution which has been regularly approved for the training of vocational home economics teachers in the state in which it is located.

The applicant shall hold a regular, valid vocational home economics-type certificate in another state.

The applicant shall be recommended for certification by the State Supervisor of Vocational Home Economics in Oklahoma.

Only one temporary certificate of this type will be issued. Those receiving a temporary certificate will be expected to meet the Oklahoma requirements for a standard certificate within the year for which it is issued. Those completing all Oklahoma requirements can be recommended for a standard special certificate in vocational home economics in Oklahoma.

HOME ECONOMICS EDUCATION – OCCUPATIONAL REQUIREMENTS FOR CERTIFICATION

The applicant shall hold a Bachelor's degree from an accredited four-year college or university.

I. STANDARD HOME ECONOMICS-OCCUPATIONAL

- A. The applicant shall meet all general regulations of eligibility for certification. (See Minimum Essentials for Standard Certificate.)
- B. The applicant shall have acquired two or more years of appropriate work and/or laboratory experience in the specialized occupational area to be taught, (such as commercial foods, care and guidance of children), or in related occupational areas if teaching in an interrelated program, (such as cooperative, home economics related occupations). The only exceptions are those who have taught in a reimbursed vocational home economics - occupational program prior to the 1973-74 school year; these teachers will have met the minimum requirement of two years of appropriate work and/or teaching experience in an approved Vocational Home Economics - Occupational program. The State Supervisor of Vocational Home Economics Education shall certify to the two years of successful experience in the occupational area.
- C. The applicant shall have completed an approved program for Vocational Home Economics Education - Occupational teacher certification, if the applicant's preparation was done in an Oklahoma Institution of Higher Education.
- D. If the preparation was done in an out-of-state institution, the applicant shall have completed a plan of study which fulfills all requirements and conditions set forth in the Minimum Essentials for Approved Teacher-Certificate Programs in Oklahoma.
- E. In addition to being recommended by the preparing institution, the applicant shall be recommended for certification by the State Supervisor of Vocational Home Economics Education.
- A. *General Education:* The bachelor's degree will be considered as fulfillment of the general education requirements when it includes a minimum of six semester hours of credit in American History and Government with some credit in each.
- B. *Professional Education:* A minimum of 16 semester hours of professional education is required, as follows:

1. Must include work in the areas of:
 - History, philosophy, or principles of vocational education
 - Instructional methods and techniques of teaching
 - Student teaching and/or practicum*
2. Other courses to be selected from the following broad areas:
 - Job analysis and occupational information
 - Human growth and development
 - Cooperative education
 - Educational psychology
 - Vocational guidance and counseling
 - Adult education
 - Occupational curriculum development
 - Programs for students with special needs
 - Adolescent psychology

*Any teacher who holds a standard bachelor's degree and has three or more years of experience in an accredited school or a program approved by the State Department of Vocational and Technical Education as a teacher, supervisor, administrator, or combination thereof and who meets all other requirements for the standard and/or provisional certificate except student teaching may, upon recommendation of the certification officer in an approved teacher-education institution, substitute other professional education courses for the student teaching, provided that one of the three years of experience shall have been during the five years immediately preceding the filing of the application for the standard certificate, that no substitution shall be permitted for any part of the three years of experience, and that in no case shall any substitution made reduce the total number of semester hours of professional education normally required for the certificate sought.

- C. *Specialized Education*: A minimum of 24 semester hours of credit in the area of specialization, of which at least 10 hours must be upper division (junior and senior level). The areas of specialization shall include, but not be limited to: foods, child care, clothing, and housing.

After July 1, 1976, no person shall be granted a standard certificate to teach in the public schools of this state unless he has satisfactorily completed a course of two or more semester hours in the education of exceptional child.

II. PROVISIONAL HOME ECONOMICS - OCCUPATIONAL

- A. A three-year provisional certificate may be issued to an applicant for a Vocational Home Economics - Occupational Certificate who has completed the following requirements:

1. A Bachelor's degree from an accredited four-year college or university and the following requirements in pursuit of a Standard Vocational Home Economics - Occupational Certificate:
 - (a) Eight hours of Professional Education
 - (b) Twelve hours of Specialized Education
2. All requirements of eligibility for certification.
3. Two or more years of appropriate work and/or laboratory experience in the occupational area in which he will be teaching.

4. A recommendation by the State Supervisor of Vocational Home Economics Education

B. This certificate is issued for a three-year period, and is not renewable.

III. TEMPORARY HOME ECONOMICS — OCCUPATIONAL

A temporary certificate may be issued to Vocational Home Economics Education - Occupational teachers for a period of one year, providing the following requirements have been completed:

1. All requirements of eligibility for certification, except that the Bachelor's degree is not required.
2. A minimum of an associate degree or the equivalent in the occupational area in which he will be teaching.
3. Experience
 - (a) Two or more years of appropriate work experience and/or laboratory work in the occupational area in which he will be teaching. One of the two years must have been within the past five years. The State Supervisor of Vocational Home Economics Education shall certify to the two years of successful experience in the occupational area.
 - (b) Upon recommendation of the State Supervisor of Vocational Home Economics Education a temporary certificate may be issued to a person who has one year's experience (one year of appropriate work experience and/or laboratory work in the occupational area in which he will be teaching), and has satisfied all other requirements for the Standard Vocational Home Economics - Occupational Certificate.
4. The applicant shall be recommended for certification by the State Supervisor of Vocational Home Economics Education in Oklahoma.

REQUIREMENTS FOR CERTIFICATION

HEALTH OCCUPATIONS EDUCATION (VOCATIONAL)

I. STANDARD CERTIFICATE

A. Requirements

An approved program shall provide for the completion of a bachelor's degree including the following requirements:

- B. The applicant shall meet all general regulations of eligibility for certification. (See minimum essentials for Standard Certificate pages 88-89).
- C. The applicant shall be recommended for certification by the State Supervisor of Vocational Health Occupations Education in addition to being recommended by the preparing institution.
- D. The applicant shall have a minimum of two years of appropriate experience as demonstrated by gainful employment in a Health Occupations specialty. This experience may be gained by

employment, through military service, or by a combination of the two. One year of the occupational experience must have been completed within the three year period immediately preceding the first certificate.

- E. The applicant shall have completed an approved program for the preparation of Vocational Health Occupations Education teachers if the applicant's preparation was done in an Oklahoma Institution of Higher Education.
- F. The applicant shall have completed a plan of study which fulfills all requirements and conditions set forth in the Minimum Essentials for Approved Teacher Certificate Programs if preparation was done in an out-of-state institution.
- G. Applicants who evidence competence under the provisions of item 3b (Specialized Education) shall present a copy of their professional or vocational credential with their certificate application.
1. *Professional Education** - Twenty-one semester hours are required, distributed so that work is completed in at least five of the following areas which should include category "a" below and a minimum of 6 hours of student teaching.
 - a. History and Philosophy of Vocational-Technical Education
 - b. Instructional Methods and Techniques
 - c. Measurement and Evaluation
 - d. Human Growth and Development
 - e. Learning Theory
 - f. Educational Media
 - g. General Methods in Health Occupations
 - h. Student Teaching

*Any teacher who holds a standard bachelor's degree and has three or more years of experience in an accredited school or in a program approved by the Oklahoma State Department of Vocational Technical Education as a teacher, supervisor, administrator, or combination thereof and who meets all other requirements for the standard certificate except student teaching may, upon recommendation of the certification officer in an approved teacher education institution, substitute other professional education courses for the student teaching provided that one of the three years of experience shall have been during the five years immediately preceding the filing of the application for the standard certificate, that no substitution shall be permitted for any part of the three years of experience, and that in no case shall any substitution made reduce the total number of semester hours of professional education normally required for the certificate sought.

After July 1, 1976, no person shall be granted a standard certificate to teach in the public schools of this state unless he has satisfactorily completed a course of two or more semester hours in the education of the exceptional child.

2. *General Education*

Fifty semester hours in general education are required, distributed so that some work is completed in at least six of the following areas:

- a. English (oral English, written English, and literature)
- b. Fine Arts
- c. Foreign Language
- d. Health and Physical Education
- e. Humanities
- f. Mathematics
- g. Practical Arts
- h. Psychology
- i. Science
- j. Social Studies (American History and Government are required.

College credit used to satisfy the requirements in general education, in an amount not to exceed ten semester hours, may also be counted in meeting requirements in the field of specialization.

3. *Specialized Education*

Evidence of competence in the area of specialization must be shown by one of the following:

- a. Thirty (30) semester hours of college credit in the area of specialization.
- b. A professional or vocational credential for practice in the occupational area.

II. TEMPORARY CERTIFICATE

- A. The applicant shall meet all general regulations of eligibility for certification (see pages 9-10) except that holding a bachelor's degree is not required.
- B. The applicant shall have competency in a health occupation specialty. Evidence of competence may be shown by professional or vocational credentials, educational background, work experience, military experience, or a combination of these.
- C. The State Supervisor of Health Occupations Education is responsible for certifying occupational competence in accordance with the State Plan for the Administration of Vocational Education.

VOCATIONAL BUSINESS AND OFFICE EDUCATION

The holder of the certificate in Vocational Business and Office Education is authorized to serve as a teacher, teacher-coordinator and/or local supervisor in accordance with a proper approval credential.

STANDARD CERTIFICATE

The applicant shall meet all requirements of eligibility for certification (see pages 9-10)

The applicant shall have completed an approved program of preparation for Vocational Business and Office Education Teacher-Coordinators.

The applicant shall be recommended for certification by an institution approved for teacher education. The State Supervisor of Business and Office Education shall certify to the one or more years of successful experience in a business or office occupation.

The applicant shall hold a bachelor's degree with an undergraduate program in business education preparation from an approved institution.

The applicant shall have completed a program which meets all requirements for either the standard certificate in bookkeeping and clerical practice or the standard certificate in business education.

An applicant whose training was obtained outside of Oklahoma shall be required to have met all other requirements in force in Oklahoma.

The applicant shall have acquired three or more years of experience in business education as a teacher, counselor, supervisor, and/or administrator and shall have one or more years of successful experience in approved business or office occupations.

Professional Education

A minimum of 12 graduate semester hours are required in such subjects as methodology in office education, introduction to vocational education, and office administration, management, and supervision.

After July 1, 1976, no person shall be granted a standard certificate to teach in the public schools of this state unless he has satisfactorily completed a course of two or more semester hours in the education of the exceptional child.

General and Specialized Education

Teacher-Coordinators shall hold a bachelor's degree with an undergraduate program in business education preparation from an approved institution and shall hold either a bookkeeping and clerical practice or business education certificate from the State Department of Education in Oklahoma.

Experience

A teacher-coordinator shall have acquired three or more years of experience in business education as a teacher, counselor, supervisor, and/or administrator, and shall have one or more years of successful experience in an approved business or office occupation.

TEMPORARY VOCATIONAL BUSINESS AND OFFICE EDUCATION

A temporary certificate may be issued at the discretion of the State Board of Education if he meets the following requirements:

The applicant shall be recommended for certification by the State Supervisor of Business and Office Education.

The applicant shall have completed a minimum of 3 semester hours of the 12 graduate semester hour requirement at initial employment. With special permission of the State Supervisor of Business and Office Education, this requirement may be met during the first semester of certification.

The applicant shall hold a bachelor's degree with an undergraduate program in teacher preparation in business education from an approved institution.

The applicant shall meet all general requirements of eligibility for certification.

Professional Improvement for Holders of Temporary Certificates

Anyone receiving a temporary certificate who has less than 12 approved graduate semester hours in vocational business and office education shall fully meet the requirements within two years after his initial employment.

VOCATIONAL DISTRIBUTIVE EDUCATION

The holder of the special certificate in distributive education is authorized to serve as a teacher and/or teacher-coordinator of cooperative or project plan classes in distributive education as approved by the State Supervisor of Distributive Education in accordance with a proper approval credential.

STANDARD DISTRIBUTIVE EDUCATION

The applicant shall meet all requirements of eligibility for certification (see pp. 9-12).

The applicant shall have completed an approved program of preparation for the distributive education teacher and/or teacher-coordinator and meet all conditions for endorsement by the State Supervisor of Distributive Education if work was done in an institution in Oklahoma.

The applicant shall have completed a plan of study which satisfies all requirements and meets all other conditions prescribed under Minimum Essentials for Approved Teacher-Certificate Programs (see pp. 91-92) if work was done in an institution outside of Oklahoma.

A recommendation of the applicant for certification is required from the State Supervisor of Distributive Education.

Teacher-Coordinator Qualifications—Each fully qualified teacher-coordinator will have the following qualifications:

1. *General Education*— He will hold a bachelor's degree from an approved college or university.

The applicant's academic preparation shall include six semester hours of American History and Government.

2. *Professional preparation in distributive education*— A bachelor's degree with a minimum of six (6) semester hours in distributive education courses. (The six hours can be included in the requirements for the bachelor's degree or they may be in addition to the degree requirements.) An additional six (6) semester hours must be completed within two years after initial employment.

The twelve semester hours of professional distributive education courses shall be in such subjects as principles and philosophy of distributive education, organization and administration of distributive education, problems and methods of distributive education, and improvement of instruction in merchandising.

3. *Technical preparation in distribution*— He must have eighteen (18) semester hours in technical courses chosen from the following areas: marketing, management, accounting, economics, business law, and merchandising. Twelve (12) of the eighteen semester hours should be from the area of marketing.
4. *Teaching experience*— In evaluating the qualifications of a prospective teacher-coordinator, teaching experience will be given preference. However, teacher-coordinators may be employed who have not had full-time teaching experience but only when they can be placed under the close supervision of the state supervisor, a DE teacher educator, or a local supervisor.
5. *Experience in distributive occupations*— A fully qualified teacher-coordinator shall be required to have two (2) years, or 4,000 hours, as a paid employee in a distributive occupation. One (1) year, or 2,000 hours, must be attained before employment as a teacher-coordinator. The second year of experience, 2,000 hours, must be obtained within a period of not more than five (5) years after employment. Experience obtained following employment as a DE coordinator may be applied toward professional improvement necessary for renewal of a five-year standard certificate.

A valid teaching certificate in distributive education must be held by the DE teacher-coordinator. The state supervisor may request a temporary teaching certificate to be issued if, in his opinion, the person under consideration can successfully perform the duties and responsibilities of a teacher-coordinator of distributive education even though he doesn't meet all the above qualifications. A temporary teaching certificate will only be issued when a fully-qualified teacher-coordinator is not available and when this action is approved by the local school administration and the board of education. The temporary teaching certificate is for one teaching year only. A 3-year provisional certificate may be issued to teacher-coordinators who have completed at least half of the professional and technical preparation. The standard teaching certificate (special) for a DE teacher-coordinator is issued by the State Department of Education for a five-year period. The application for all certificates must be requested from the State Supervisor of Distributive Education.

6. *Renewal of a standard teaching certificate*— The teacher-coordinator shall be required to complete every five (5) years a minimum of five (5) semester hours of approved study in the teacher's field of work. It

will also be required that a minimum of five (5) weeks (200 hours) of employment in an approved distributive occupation will be successfully completed during each five (5) year period. If, for any reason, it is not possible for the teacher-coordinator to fulfill the employment requirement, he must report this to the State Supervisor of DE and provision will be made for an alternate plan which will be approved.

NON-STANDARD CERTIFICATES

Provisional and/or temporary certificates will be issued at the discretion of the State Board of Education.

The applicant shall be recommended for certification by the State Supervisor of Distributive Education.

The applicant shall satisfy all general regulations of eligibility.

The applicant for a 3-year provisional certificate shall have completed a minimum of six semester hours in professional distributive education courses and nine semester hours in technical education. Temporary certificates will only be approved by the State Supervisor of Distributive Education if a qualified teacher-coordinator cannot be obtained.

The applicant shall agree to remove any deficiencies existing which prevent his qualifying for the standard certificate in accordance with provisions listed under Professional Improvement (below) and completion of an approved certificate program.

Professional Improvement

Those having only one year or 2,000 hours of experience as paid workers in distributive occupations at the time they received their certificates shall be required to obtain the second year or additional 2,000 hours of experience required to complete the program of preparation within a period of not more than five years after the date of initial employment.

Anyone receiving a certificate who has less than 12 semester hours in professional distributive education courses shall fully meet the requirement of 12 semester hours in distributive education within two years after his initial employment.

Normally, 18 semester hours of work in technical preparation, including 12 semester hours from the area of marketing, are required for certification. Those deficient in this respect at the time of certification shall remove the deficiency at the rate of six semester hours a year.

Teachers and coordinators of cooperative and project plan classes shall have, or shall earn within three years after their initial employment, credit in courses such as the following:

1. Principles and philosophy of distributive education.
2. Organization and administration of distributive education.
3. Problems and methods of distributive education.

4. Improvement of instruction in merchandising.

TRADE AND INDUSTRIAL EDUCATION

A Bachelor's degree program, which includes a minimum of 16 semester hours of work in approved professional trade and industrial teacher-training courses, is required.

Professional Training

Sixteen semester hours of basic trade and industrial education courses are required for all teachers, degree or non-degree. Degree teachers must complete the basic sixteen hours at a minimum rate of 8 hours per year. Non-degree teachers must work toward a Bachelor's degree at a minimum rate of 8 semester hours of credit per year for two years and complete the sixteen hours of basic T and I courses. This college work may be taken through Oklahoma State University.

The professional training shall include the following upper level work:

1. Introduction to Trade and Industrial Education--three semester hours.
2. Instructional Procedures in Trade and Industrial Education--three semester hours.
3. Trade and Job Analysis--two semester hours.
4. Instructional Planning--three semester hours (required for Day-Trade teachers).
5. Organization and Management of School Shop--three semester hours (required for Day-Trade teachers).
6. Industrial Cooperative Coordination--four semester hours (required for I.C.T. Coordinators).

Additional credit hours are required to total at least 16 semester hours and shall be chosen from the following courses or others as designated by the Trade and Industrial Education Department.

1. School Shop Safety--two semester hours.
2. Organization and Administration of Trade and Industrial Youth Activities--two semester hours.
3. Evaluation of Instruction--three semester hours.
4. Teaching Related Subjects -- two semester hours.
5. School - Industrial Relations--two semester hours.
6. Conference Leading--two semester hours.
7. Supervision of Vocational Education--three semester hours.
8. Developing Teaching Content--two semester hours.

Other professional education necessary for standard certification as a general requirement includes:

1. Instructional Aids--two semester hours.

2. Introduction to the Exceptional Child--three semester hours (Effective 1976)
3. Student teaching in Industrial Education--six semester hours.
4. Psychology of Adolescence--three semester hours.

General Education

Fifty semester hours in general education are required, distributed so that some work is completed in at least six of the following areas:

1. English (oral English and written English)
2. Fine arts.
3. Foreign Language.
4. Health and physical education.
5. Humanities.
6. Mathematics.
7. Practical arts.
8. Psychology.
9. Science.
10. Social studies (American history and government are required).

After July 1, 1976, no person shall be granted a standard certificate to teach in the public schools of this state unless he has satisfactorily completed a course of two or more semester hours in the education of the exceptional child.

TRADE AND INDUSTRIAL EDUCATION

Day Trade Training

The holder of a valid special certificate endorsed for day trade teaching is authorized to teach trade classes in the area or areas specified in any public school in Oklahoma. (Grades 9-12).

STANDARD CERTIFICATE

The applicant shall meet all requirements of eligibility for certification (see pp. 9-10).

The applicant shall have graduated from an accredited high school.

The applicant shall have completed an approved certificate program for the preparation of day trade teachers. The only exceptions are those who are teaching in a reimbursed trade and industrial education program prior to the fall semester of 1963.

The applicant shall be recommended by the State Supervisor of Trade and Industrial Education.

TEMPORARY CERTIFICATE

The applicant shall meet all requirements of eligibility for certification except the holding of a Bachelor's degree.

The applicant shall have graduated from an accredited high school.

Sixteen basic hours of trade and industrial education are required for all teachers, degree or non-degree, and these hours are offered at Oklahoma State University or by extension from same. Degree teachers must complete the basic sixteen hours at a minimum rate of 8 hours per year.

Non-degree teachers must work toward a Bachelor's degree at a minimum rate of 8 semester hours of credit per year for two years and complete the sixteen hours of basic Trade and Industrial Education courses. This college work may be taken through Oklahoma State University.

The first temporary certificate will be issued at the discretion of the State Board of Education.

All Trade and Industrial Education teachers may be issued two successive temporary certificates upon the completion of eight (8) semester hours of credit in the basic Trade and Industrial Education courses each year until they have completed the sixteen (16) semester hours of approved Trade and Industrial Education courses.

PROVISIONAL CERTIFICATE - NON-DEGREE PLAN

After Trade and Industrial Education teachers have been issued two temporary Trade and Industrial Education certificates and have completed sixteen (16) semester hours of credit in the approved basic Trade and Industrial Education courses, they are eligible for a provisional Trade and Industrial Education certificate.

The applicant for a provisional certificate shall be recommended by the State Supervisor of Trade and Industrial Education. The applicant shall present official evidence that he has completed the sixteen (16) semester hours of approved basic Trade and Industrial Education courses.

The provisional Trade and Industrial Education certificate may be renewed indefinitely upon the completion of twelve (12) semester hours of credit since the last provisional certificate was issued if such courses are appropriate in meeting requirements for a Bachelor's degree.

Professional Improvement

Other professional improvement provisions are listed under requirements for renewal of certificates.

Industrial Cooperative Training

The holder of a special certificate endorsed for industrial cooperative training is authorized to serve as a teacher-coordinator of industrial cooperative training in any public school in Oklahoma and to teach such related courses as are indicated on the approval credential.

STANDARD CERTIFICATE

The applicant shall meet all requirements of eligibility for certification.

All applicants shall be recommended for certification by the State Supervisor of Trade and Industrial Education in addition to the regular institutional recommendations.

The applicant shall have had a total of two years of experience as a wage earner in a trade or in industrial occupations approvable as bonafide occupations which embrace the vocational objectives for which training can be given in the industrial training program.

NON-STANDARD CERTIFICATE

TEMPORARY CERTIFICATE

The first temporary certificate will be issued at the discretion of the State Board of Education.

The applicant shall be recommended by the State Supervisor of Trade and Industrial Education.

The applicant shall meet all requirements of eligibility for certification

All teachers of industrial cooperative training shall complete a minimum of eight semester hours of professional trade and industrial education courses annually until they have completed the approved 16 semester hours.

PROVISIONAL CERTIFICATE - NON-DEGREE PLAN

After Trade and Industrial Education teachers have been issued two temporary Trade and Industrial Education certificates and have completed sixteen (16) semester hours of credit in the approved basic Trade and Industrial Education courses, they are eligible for a provisional Trade and Industrial Education certificate.

The applicant for a provisional certificate shall be recommended by the State Supervisor of Trade and Industrial Education. The applicant shall present official evidence that he has completed the sixteen (16) semester hours of approved basic Trade and Industrial Education courses.

The provisional Trade and Industrial Education certificate may be renewed indefinitely upon the completion of twelve (12) semester hours of credit since the last provisional certificate was issued if such courses are appropriate in meeting requirements for a Bachelor's degree.

CERTIFICATION OF TEACHER-CO-ORDINATORS AND/OR LOCAL SUPERVISORS

Certificates will be issued to teacher-co-ordinators and local supervisors of trade and industrial education by the State Board of Education when the applicant has met all requirements of eligibility for certification and is recommended by the State Supervisor of Vocational Trade and Industrial Education as having fulfilled all requirements for the certificate sought as specified by the approved State plan.

TECHNICAL EDUCATION

An approved program shall provide for the completion of a bachelor's degree, including the following requirements.

Professional Education

Twenty-one semester hours are required, distributed so that work is completed in at least five of the following areas:

1. History and philosophy of technical education.
2. Psychology.
3. Instructional methods and techniques of technical education.
4. Instructional aids and equipment.
5. Planning programs of technical education.
6. Development of instructional materials.
7. Curriculum development in technical education.
8. Vocational guidance and counseling.

General Education

Fifty semester hours are required, distributed so that work is completed in at least six of the following areas:

1. English.
2. Fine arts.
3. Foreign language.
4. Health and physical education.
5. Humanities.
6. Mathematics.
7. Practical arts.
8. Psychology.
9. Science.
10. Social studies. Six semester hours in American history and government.

Specialized Education

Thirty-five semester hours of college credit in specialized technical courses are required, to include a minimum of ten semester hours of upper division (junior and senior level) courses in the area of specialization.

The holder of the special certificate in technical education is authorized to teach the technical occupation in the field listed on the approval credential in any high school (Grades 9-12 inclusive) of any school district in Oklahoma.

After July 1, 1976, no person shall be granted a standard certificate to teach in the public schools of this state unless he has satisfactorily completed a course of two or more semester hours in the education of the exceptional child.

STANDARD CERTIFICATE TECHNICAL EDUCATION

The holder of the special certificate in technical education is authorized to teach the technical occupation in the field listed on the approval credential in any high school (Grades 9-12 inclusive) of any school district in Oklahoma.

The applicant shall meet all requirements of eligibility for certification (see pp. 9-10).

The applicant shall have had a minimum of three years of appropriate experience in the technical occupation which he will teach, which shall require a knowledge and application of mathematics and science, within a five-year period preceding his first certificate. This experience may be obtained by employment, through experience gained in the armed services, by any period involving training, or any combination of these.

The applicant shall be endorsed for certification by the State Supervisor of Technical Education and the head of the department of technical education of an approved teacher-education institution.

The applicant shall complete an approved program of preparation for teachers of technical education if he did his work in an Oklahoma institution of higher education.

The applicant shall complete a plan of study which fully satisfies the standards set forth by the Minimum Essentials for Approved Teacher Certificate Programs (pp. 97-99) if he did his college work out of state.

PROVISIONAL CERTIFICATE

The applicant shall meet all requirements of eligibility for certification except that holding a bachelor's degree is not required.

The applicant shall have had a minimum of three years of appropriate experience in the technical occupation which he will teach, which shall require a knowledge and application of mathematics and science, within a five-year period preceding his first certificate. This experience may be obtained by employment, through experience gained in the armed services, by any period involving training, or any combination of these.

The applicant shall be endorsed for certification by the State Supervisor of Technical Education and the head of the department of technical education of an approved teacher-education institution.

The applicant shall have completed a minimum of 100 semester hours of course work as a part of an approved certificate program for the training of teachers of technical education.

TEMPORARY CERTIFICATE

The applicant shall meet all requirements for the provisional certificate except the 100 semester hours of course work.

The applicant shall be a graduate of a technical program of at least 65 semester hours in length or shall have completed at least 65 semester hours, of which at least 35 semester hours should be in engineering and technical subjects relating to the field to be taught. The applicant shall have completed a series of engineering and technical courses which terminated at a level above

and beyond that level at which he will teach.

Temporary certificates are issued to those teachers who cannot qualify for a higher class certificate but do meet minimal requirements for certification.

The temporary certificate is good for only one year, or less according to the expiration date. Temporary certificates are issued only if the applicant furnishes a statement of employment to fill a local school emergency and are valid for use only in that district.

PROFESSIONAL-SPECIAL CERTIFICATE (Minimum Essentials)

Formal admission to graduate study in an approved program for the certificate, completion of 32 hours, or 30 hours and a thesis, in appropriate courses taken for graduate credit, culminating in a master's degree, or with a master's degree otherwise obtained, provided that the 32 hours of required work must meet grade standards as high as required for the degree issued directly on the basis of the approved program.

- A. *Professional Education* - A minimum of eight hours in courses, not necessarily specialized as to teaching level, designated as professional education in the approved program, in such appropriate areas as problems of teaching, materials and methods of instruction, course and curriculum development, philosophical and historical foundations, guidance, measurement and evaluation, human development and learning, and research and statistics. The eight hours shall be in addition to the professional education required in the "Minimum Essentials" for the standard certificate of the same type as the professional certificate of which at least twelve (12) hours must be completed outside of the program for the professional certificate.
- B. *Specialized Education* - A minimum of eight hours as follows:

- a. For elementary-secondary, secondary, or special certificate, eight hours or more in subject-field content in one or more areas of certificate specialization, "areas" as used here meaning the same as the areas designated in certification regulations for the three kinds of certificates involved; examples are art (elementary-secondary), science (secondary), and distributive education (special). The required work may be done in any such area in which at least eighteen hours work has been completed outside of the professional certificate program. Of the eight hours or more of such specialized work required, at least four hours work must be completed in one selected area. However, additional work must be done in this same area, if necessary, to make the cumulative total credit in the area, counting work both within and outside of the professional certificate program, at least eight hours more than the amount required in "Minimum Essentials" for the standard certificate in the area. For example, the student who, before beginning the professional certificate program, has a total of forty-two hours credit in an area in which the requirement in "Minimum Essentials" is thirty-six hours could take as little as

four hours in the program; this would make his cumulative total forty-six hours, which is more than eight hours above "Minimum Essentials." If he started with thirty-two hours in the area, he would need to take at least twelve hours graduate work in that area to have the necessary minimum total of forty-four hours.

- b. Elective work, maximum sixteen hours, in appropriate courses in professional teacher education, areas of teaching specialization, or other academic areas.

I. Requirements for the Certificate

1. Meet present requirements in "General Regulations of Eligibility" for teachers' certificates as respects citizenship, character and general fitness for teaching, and health.
2. Hold a bachelor's degree from accredited college or university.
3. Hold, or have held, an Oklahoma standard or life teacher's certificate.
4. Have three years or more of satisfactory school experience at the level of the professional certificate. A year in connection with this school experience requirement is considered to be a minimum of six months (120 days) or more of full-time work in one session, or in two consecutive sessions.
5. Be recommended for the certificate by the institution at which the preparation program was completed, if an Oklahoma institution. Present regulations applicable to standard and provisional teacher's certificate, pertaining to completion of college work for the certificate and to institutional recommendation, and to applications based on college work completed in institutions outside Oklahoma, shall be applicable to the professional teacher's certificate as well.
6. Complete at an Oklahoma institution an approved program for the professional teacher's certificate, or, in applicable cases, equivalent work prior to establishment of formally approved programs; or equivalent work at an institution outside Oklahoma, as determined by Oklahoma certification authorities.

The type of certificate (teaching-field) shall be determined by the area of teaching specialization

- II. *Term of the certificate* shall be seven years, with effective date and termination date determined under present regulations on "Term of Validity."

**NON-TEACHING CERTIFICATE
SCHOOL CENSUS AND ATTENDANCE
(Standard Certificate)**

Anyone holding the special certificate endorsed for school census and attendance officer is authorized to serve in any school district in Oklahoma as supervisor of school census and attendance.

The applicant shall meet all requirements of eligibility for certification (see pp. 9-10).

The applicant shall hold a valid Oklahoma teaching certificate. The expiration date of the school census and attendance certificate will coincide with that of the teacher's certificate upon which it has its foundation except that in no case will the expiration date be more than five years from the June 30 nearest the date of issuance.

The applicant shall hold a bachelor's degree with emphasis in social work.

No college plan or program is involved in qualifying for this certificate.

The applicant should secure an application blank from the Administrator of the Section of Teacher Certification in the State Department of Education, Oklahoma City, Oklahoma 73105.

MAKING APPLICATION TEACHING CERTIFICATES

Forms for making application may be secured through Oklahoma colleges and universities or from the Administrator of the Section of Teacher Certification in the State Department of Education, Oklahoma City, Oklahoma 73105.

The applicant should fill out in detail the part of the application which he is to complete, making sure that a certified, up-to-date transcript of college credits and a statement of health, signed by a licensed physician, are supplied as a part of the application.

Applications for certificates requiring completion of an approved program, from those who did their teacher preparation in Oklahoma, shall include a statement, signed by the appropriate college official, showing whether the applicant has completed the approved certificate program for the area of specialization to be endorsed on the certificate and whether the applicant possesses the character and general fitness required, together with a recommendation of the applicant for the certificate sought. The application will not normally be approved without institutional recommendation of the applicant.

Applications for the provisional certificate and applications from out-of-state applicants for the standard and provisional certificates shall include a statement from the preparing institution, showing whether the applicant is of good character and possesses the general fitness to be licensed as a teacher.

Applications for the temporary certificate shall include, from a local school superintendent, a declaration of intent to employ together with a statement that no fully qualified person is available and a recommendation that the emergency certificate be issued.

When the application is filled out and all conditions have been met, including the one-dollar application fee to the State Board of Education, the application should be filed with the Director of Teacher Education at the college where the applicant did his training if the application be for a provisional or standard certificate and his teacher education was done in

Oklahoma. If the application be for a temporary certificate or if the applicant's preparation for teaching was done outside the state, it should be sent to the Administrator of the Section of Teacher Certification in the State Department of Education. Applications received by colleges will be appropriately completed, processed, and forwarded on to the Administrator of the Section of Teacher Certification.

Normally, applications for the standard and provisional certificates, from those who did their teacher preparation in Oklahoma shall be filed through the college at which the latest work was completed; however, when less than eight semester hours, applicable to the preparation program involved by the certificate sought, were completed at such college, the application should be filed through the college where the major portion of the work was done in meeting requirements.

Applicants for vocational-type special certificates are required to have the recommendation of the appropriate State Supervisor in addition to institutional recommendations. Applications should therefore be approved by the State Supervisor of the vocational education service for which certification is sought before being sent to the office of the Administrator of the Section of Teacher Certification.

State Supervisor of Vocational Agriculture, 1515 W. 6th Ave. Stillwater, Oklahoma 74074.

State Supervisor of Vocational Home Economics, 4024 Lincoln Boulevard, Suite 100, Oklahoma City, Oklahoma 73105.

State Supervisor of Vocational Distributive Education, 1515 W. 6th Ave., Stillwater, Oklahoma 74074.

State Supervisor of Trade and Industrial Education, 1515 W. 6th Ave., Stillwater, Oklahoma 74074.

State Supervisor of Technical Training Services, 1515 W. 6th Ave., Stillwater, Oklahoma 74074.

EXTENSION AND RENEWAL OF CERTIFICATES

PROFESSIONAL CERTIFICATE (Renewal)

A professional teaching certificate may be renewed by having its validity extended for periods of seven years if it has not been invalid for more than five years. In order to be eligible for renewal of a professional teaching certificate, the applicant shall fully meet the following requirements.

The applicant shall file an application with the Administrator of the Section of Teacher Certification in the State Department of Education, using the official form prescribed.

The applicant shall furnish evidence of having had five or more years of school experience in an accredited school during the seven-year term of validity of the certificate to be renewed or of having earned a minimum of eight semester hours of credit within the five years immediately preceding the date of application for renewal. In the event the applicant has had satisfactory school experience for fewer than five years, he may substitute three semester hours of credit for each one or two lacking years of experience provided such credit was earned during the five years immediately preceding

the date of application. Two years of full-time, active, required military service in the armed services of the United States may be accepted in lieu of school experience within the term of validity of the certificate.

The applicant shall pay a fee of one dollar to the State Board of Education.

If the applicant does not meet the requirements for renewal of his certificate or if the certificate is not eligible for extension of validity by reason of having been expired too long, the applicant shall meet the then existing requirements for an original professional certificate and shall have completed a minimum of eight semester hours of credit earned during the five years immediately preceding the date of application provided that satisfactory school experience during the five-year period may be substituted at the rate of one year for three semester hour's credit.

Full-time, active military service in the armed services of the United States of America may be accepted in lieu of school experience in meeting requirements for extending the validity of a professional certificate.

**EARLY CHILDHOOD EDUCATION
ELEMENTARY SCHOOL CERTIFICATE
ELEMENTARY-SECONDARY SCHOOL CERTIFICATE
and
SECONDARY SCHOOL CERTIFICATE**

STANDARD CERTIFICATE (Renewal)

A standard teaching certificate may be renewed by having its validity regularly extended for periods of five years if it has not been invalid for more than five years. In order to be eligible for renewal of a standard teaching certificate, the applicant shall fully meet the following requirements.

The applicant shall file an application with the Administrator of the Section of Teacher Certification in the State Department of Education, using the official form prescribed.

The applicant shall furnish evidence of having had three or more years of school experience in an accredited school during the five-year term of validity of the certificate to be renewed or of having earned a minimum of eight semester hours of credit within the five years immediately preceding the date of application for renewal. In the event the applicant has had satisfactory school experience for less than three years, he may be permitted to substitute three semester hours of credit for each year lacking provided such credit was earned during the five years immediately preceding the date of application.

The applicant shall pay a fee of one dollar to the State Board of Education.

If the applicant does not meet the requirements for renewal of his certificate or if the certificate is not eligible for extension of validity by reason of having been expired too long, the applicant shall meet the then existing requirements for an original standard certificate and shall have

completed a minimum of eight semester hours of credit earned during the five years immediately preceding the date of application provided that satisfactory school experience during the five-year period may be substituted at the rate of one year for three semester hour's credit.

Full-time, active military service in the armed services of the United States of America may be accepted in lieu of school experience in meeting requirements for extending the validity of a standard certificate.

School experience, for purposes of renewing a standard certificate, is defined as follows: activity as a teacher, student, supervisor, or administrator in a school, college, or university which is an accredited educational institution; or as a professional employee of a state or professional educational agency which involves not less than half-time work of educational nature. A minimum of six months of experience, acquired in not more than two consecutive school years, may be considered as one year's experience.

PROVISIONAL CERTIFICATE (Extension)

The provisional certificate is not renewable; however, the State Board of Education has full authority to extend the validity of a provisional certificate. Such vested power is used only when extenuating circumstances seem to justify the exception. Such emergency request is considered separately by the State Board of Education as a special case. All requests for special consideration should be filed with the Administrator of the Section of Teacher Certification in the State Department of Education.

TEMPORARY CERTIFICATE (Re-issue)

A temporary certificate is not renewable; however, another temporary certificate of the same type or a different type may be issued to one who has held a temporary certificate when, in addition to meeting all conditions which are required for an initial temporary certificate of the type sought, evidence is presented to show that eight semester hours credit, which is applicable in meeting requirements for the standard certificate of the type of certificate sought, have been completed since the last temporary certificate held was issued and within the five years immediately preceding the date of application.

Application for a temporary certificate shall be made on the official form and filed with the Administrator of the Section of Teacher Certification in the State Department of Education.

The State Board of Education reserves the right to discontinue the granting of temporary teaching certificates at any time.

RENEWAL OF PROFESSIONAL SCHOOL-SERVICE PERSONNEL CERTIFICATE

STANDARD PROFESSIONAL SCHOOL-SERVICE (Renewal)

The standard professional school-service personnel certificate is renewable by having its validity extended for a period not to exceed five years, provided application is made for the renewal within the five years immediately following the expiration date, when the following conditions have been met:

1. Proper application, including payment of one-dollar fee to the State Board of Education, shall be filed with the Administrator of the Section of Teacher Certification in the State Department of

Education. This application shall be made on the official form provided by the Administrator of the Section of Teacher Certification.

2. The applicant shall have had three years of professional school-service experience during the five-year period of validity of the standard certificate being renewed. Three semester hours of graduate-level credit, appropriate to the type of certificate being renewed, may be substituted for each year of experience required, provided such work was done not more than five years prior to the date of application for renewal.

If conditions required for renewal cannot be satisfied, the applicant shall meet the then existing requirements for a new, original standard certificate and present evidence that eight semester hours of college credit appropriate to the type of certificate sought have been completed within the five-year period immediately preceding the date of application. Three years of professional school experience may be substituted for the eight semester hours of credit provided the experience was obtained during the past five years immediately preceding the date of application.

Professional school experience, for purposes of renewing the standard professional school-service personnel certificate, is defined as follows: activity as a teacher, student, supervisor, counselor, psychologist, psychometrist, librarian, or administrator in a school, college, or university which is an accredited education institution; or as a professional employee of a state or professional education agency which involves not less than half-time work of educational nature. A minimum of six months of experience acquired in not more than two consecutive years may be considered as one year's experience.

PROVISIONAL PROFESSIONAL SCHOOL-SERVICE (Renewal)

Provisional certificates, in the areas where they are issued are not normally renewable; however, in case of unusual hardship, where circumstances are such as to justify the action, the State Board of Education may extend the validity of the provisional certificate for a period of one year.

In the event that the holder of an administrator-type provisional certificate fails to obtain the one-year of administrative experience required for the standard certificate during the normal period of its validity, he may have it re-instated for one year by doing eight semester hours of graduate work within an approved program of preparation for the standard administrator certificate of the same type. Only one such extension of validity will be granted.

A Provisional Superintendent's certificate may be extended for one additional three year period provided at least half (15 semester hours) of the required thirty hours above the master's has been completed.

TEMPORARY PROFESSIONAL SCHOOL-SERVICE (Renewal)

Temporary certificates are issued in only three cases in this area of certification--public school librarian, school nurse, and audiovisual specialist.

Temporary certificates are not renewable, however, another temporary certificate of the same type or a different type may be issued to one who has held a temporary certificate when he meets all conditions required for an

initial temporary certificate of the type sought and, in addition, presents evidence to show that he has earned eight semester hours of credit which will apply toward meeting the requirements of a standard certificate of the type of certificate he is seeking since the last temporary certificate held was issued.

Application for a temporary certificate shall be made on the official form and filed with the Administrator of the Section of Teacher Certification in the State Department of Education.

The State Board of Education reserves the right to discontinue the granting of temporary professional school-service personnel certificates at any time.

RENEWAL OF SPECIAL CERTIFICATES

The standard special certificate may be renewed by having its validity extended for a period of not to exceed five years provided it has not been expired for more than five years prior to the date of application for renewal and provided all requirements for renewal of the particular certificate have been fully complied with, including payment of the one-dollar fee to the State Board of Education.

Regulations applying to particular certificates of this kind are as follows:

DRIVER AND SAFETY EDUCATION (Renewal)

A special certificate, endorsed in driver and safety education is renewable under the same conditions and terms as is the secondary school certificate.

SPECIAL EDUCATION FOR EXCEPTIONAL CHILDREN (Renewal)

A special certificate, endorsed in special education is renewable under the same conditions and terms as is the secondary school certificate.

AGRICULTURE (VOCATIONAL) (Renewal) (Standard Certificate)

Application shall be made on the official form provided by the Administrator of Teacher Certification in the State Department of Education and filed with the State Supervisor of Vocational Agriculture. Recommendation by the State Supervisor of Vocational Agriculture is required for renewal of a special certificate endorsed for vocational agriculture.

Certification

Vocational agriculture teachers shall hold a valid Standard Vocational Agriculture Teaching Certificate. The State Board for Vocational Education and the Agriculture Education Department, Oklahoma State University, shall determine the validity of vocational agriculture teaching certificates.

Re-Certification

A teacher of Vocational Agriculture shall complete not less than three semester hours of credit in Agricultural Education and/or technical courses every five years in order to have his certificate renewed. A former teacher re-entering the service shall have three semester hours of credit in Agricultural Education and/or technical courses for every five years he has been out of the vocational agriculture teaching field. A teacher previously qualified who has not taught must meet the same requirements as a former teacher re-entering

the service.

HOME ECONOMICS (VOCATIONAL)(Renewal)

A. Consumer and Homemaking Education - Home and Family Living

STANDARD HOME ECONOMICS (VOCATIONAL) (Renewal)

Application for renewal of this certificate shall be made on the official form provided by the Administrator of the Section of Certification in the State Department of Education and filed with the State Supervisor of Vocational Home Economics. Renewal of this certificate requires the recommendation of the State Supervisor of Vocational Home Economics.

Applicants shall satisfy all requirements for the renewal of standard secondary school certificates and, in addition, shall have conformed to the professional improvement program for vocational home economics teachers in effect during the term of the certificate being renewed.

TEMPORARY HOME ECONOMICS (VOCATIONAL)

A temporary certificate is not renewable. Only one temporary special certificate endorsed in vocational home economics will be issued to a person. The holder is expected to remove any deficiency in meeting requirements for the standard certificate during the year for which the temporary certificate is valid.

HOME ECONOMICS EDUCATION - OCCUPATIONAL TEACHER CERTIFICATION

EXTENSION AND RENEWAL OF CERTIFICATES

STANDARD HOME ECONOMICS OCCUPATIONAL (Extension and Renewal)

A. Application for renewal of this certificate shall be made on the official form provided by the Administrator of the Section of Teacher Education and Certification in the State Department of Education, and filed with the State Supervisor of Vocational Home Economics. Education Renewal of this certificate requires the recommendation of the State Supervisor of Vocational Home Economics Education.

B. Applicants shall satisfy all requirements for the renewal of standard secondary school certificates and, in addition, shall have conformed to the professional improvement program for Vocational Home Economics - Occupational teachers in effect during the term of the certificate being renewed.

PROVISIONAL HOME ECONOMICS OCCUPATIONAL (Extension and Renewal)

The provisional certificate is not renewable; however, the State Board of Education has full authority to extend the validity of a provisional certificate. Such vested power is used only when extenuating circumstances seem to justify the exception. Such emergency request is considered separately by the State Board of Education as a special case. All requests for special consideration should be forwarded to the State Supervisor of Vocational

Home Economics Education for a recommendation, to be filed with the Administrator of the Section of Teacher Education and Certification in the State Department of Education.

TEMPORARY HOME ECONOMICS OCCUPATIONAL (Extension and Renewal)

- A. Another temporary certificate of the same type or a different type may be issued to one who has held a temporary certificate when, in addition to meeting all conditions which are required for an initial temporary certificate of the type sought, evidence is presented to show that eight semester hours credit, which is applicable in meeting requirements for the standard certificate of the type of certificate sought, have been completed since the last temporary certificate was issued, and within the five years immediately preceding the date of application. A segment of an approved sequence of occupational experience relating to the technical speciality of the applicant may be substituted in lieu of eight hours once in three years, subject to the approval of the State Supervisor of Vocational Home Economics Education.
- B. Another temporary certificate may be issued to a person who has met all requirements for the Standard Home Economics Education - Occupational Certificate except the work experience, upon completion of a minimum 300-hour work experience since the last temporary certificate was issued, until such time that a total of 1500 hours has been accumulated.

**EXTENSION AND RENEWAL OF CERTIFICATES
HEALTH OCCUPATIONS EDUCATION (VOCATIONAL)**

STANDARD HEALTH OCCUPATIONS (VOCATIONAL) (Extension and Renewal)

- A. Application for renewal of this certificate shall be made on the official form provided by the Administrator of the Section of Teacher Education and Certification in the State Department of Education and filed with the State Supervisor of Health Occupations Education.
- B. Application for renewal of the Standard Special Certificate endorsed in Health Occupations Education shall be approved by the State Supervisor of Health Occupations Education.
- C. Rules and regulations applying to the renewal of the Standard Secondary School Certificate apply to meeting requirements for the renewal of the Standard Special Certificate endorsed in Health Occupations Education.
- D. In addition to all other requirements of eligibility for certificate renewal, the applicant shall have completed a minimum of five (5) semester hours of college credit and approved courses within a period of five years immediately preceding the date of application. In lieu of five semester hours the applicant may complete a program of professional improvement approved by the State Supervisor of Health Occupations Education.

TEMPORARY HEALTH OCCUPATIONS (VOCATIONAL) (Extension and Renewal)

A temporary certificate is not renewable. To obtain another temporary certificate of the same, or a different type, one must present evidence of having completed eight semester hours (four semester hours for the applicant with a bachelor's degree) of college credit acceptable toward meeting requirements for a standard certificate of the kind and type of certificate desired since the last temporary certificate was issued or present evidence of having completed a segment of an approved sequence of occupational experience relating to the technical specialty of the applicant.

VOCATIONAL BUSINESS AND OFFICE EDUCATION**STANDARD VOCATIONAL BUSINESS AND OFFICE EDUCATION (Renewal)**

Application for renewal of a Vocational Business and Office Education certificate shall be made on the official form provided by the Section of Certification in the State Department of Education.

Application for renewal of the standard special certificate endorsed in Vocational Business and Office Education shall be approved by the State Supervisor of Business and Office Education.

Applicants shall present evidence that at least 5 semester hours of approved work in the applicant's field have been completed within the past five years and meet the minimum State requirements.

Five weeks (200 clock hours) of employment in an approved business office occupation shall be successfully completed during each five-year period.

The State Supervisor of Business and Office Education shall certify to the completion of the five semester hours of approved work in the applicant's field and the completion of the 200 clock hours of employment in an approved business or office occupation during the last five years.

TEMPORARY CERTIFICATE (Reissue)

A temporary certificate is not renewable. Another temporary certificate may be obtained by complying with the same requirement specified for obtaining additional temporary secondary school certificates.

**SPECIAL SUBJECTS IN SECONDARY SCHOOL
BUSINESS AND OFFICE EDUCATION (VOCATIONAL)**

For either the major or minor assignment, the teacher shall have a valid Oklahoma Special certificate in the area of Vocational Business and Office Education.

VOCATIONAL DISTRIBUTIVE EDUCATION

Application for renewal of a certificate authorizing the teaching of courses in distributive education should be filed with the State Supervisor of Distributive Education.

The applicant shall secure the endorsement of the State Supervisor of Distributive Education.

Evidence shall be presented to show that at least five semester hours of approved course work in the applicant's field have been completed within the past five years.

Five weeks (200 clock hours) of employment in an approved distributive occupation shall be successfully completed during each five-year period. (The State Supervisor of Distributive Education, in recommending the applicant for renewal of his certificate, shall pass upon the course work taken and the work experience.)

TRADE AND INDUSTRIAL EDUCATION

STANDARD CERTIFICATE (Renewal)

Application for renewal or continuance of certification shall be filed with the State Supervisor of Trade and Industrial Education.

The Trade and Industrial Education teachers who have completed the required 16 semester hours of professional trade and industrial education courses and who meet the State and local teaching certificate requirements are required to complete not fewer than three semester hours of professional courses in education during the life of the standard certificate and, in addition, shall have had three years of successful, full-time day-school experience teaching trade and industrial education classes during the five-year term of validity of the certificate being renewed.

Attendance and active participation in an approved State Department of Vocational-Technical Education Workshop in cooperation with a designated teacher-training institution will be accepted, if offered, as one semester hour of work each year to meet the requirement for the renewal of the standard five-year certificate but not as a part of the basic 16-semester-hours requirement.

NON-STANDARD CERTIFICATE

TEMPORARY CERTIFICATE (Reissue)

The first temporary certificate will be issued at the discretion of the State Board of Education.

All non-degree Trade and Industrial Education teachers may be issued two successive temporary certificates upon the completion of eight (8) semester credit hours per year until they have completed the sixteen (16) hours of approved Trade and Industrial Education courses.

PROVISIONAL CERTIFICATE (Renewal)

The holder of a provisional certificate on the non-degree plan may renew the certificate indefinitely upon the completion of twelve (12) semester hours of credit since the last provisional certificate was issued if such courses are appropriate in meeting requirements for a Bachelor's degree.

TECHNICAL EDUCATION

STANDARD TECHNICAL EDUCATION (Renewal)

Application for renewal of this certificate shall be made on the official form provided by the Administrator of the Section of Teacher Certification in the State Department of Education and filed with the State Supervisor of

Technical Education.

Application for renewal of the standard special certificate endorsed in technical education will be approved only on recommendation of the State Supervisor of Technical Education.

Rules and regulations applying to the renewal of the standard secondary school certificate apply to meeting requirements for the renewal of the standard special certificate endorsed in technical education.

In addition to all other requirements of eligibility for certificate renewal, the applicant shall have completed a minimum of five semester hours of college credit in approved courses in professional, technical, or industrial education, mathematics, and science within a period of five years immediately preceding the date of application.

TEMPORARY TECHNICAL EDUCATION (Re-issue)

A temporary certificate is not renewable. To obtain another temporary certificate of the same, or a different type, one must present evidence of having completed eight semester hours (four semester hours for the applicant with a bachelor's degree) of college credit acceptable toward meeting requirements for a standard certificate of the kind and type of certificate desired since the last temporary certificate was issued, or present evidence of having completed a segment of an approved sequence of industrial experience relating to the technical speciality of the applicant.

SCHOOL CENSUS AND ATTENDANCE

STANDARD CERTIFICATE

This certificate is contingent upon the holder's having a valid teaching certificate. Upon expiration, it may be renewed upon application and payment of the one-dollar fee to the State Board of Education, provided the applicant's teaching certificate is in force. In no case, however, shall the certificate be renewed for a period longer than the unexpired validity of the teaching certificate upon which it has its foundation, provided that five years from the date of issuance shall be the longest period for which validity may be extended.

TEMPORARY CERTIFICATE

Temporary certificates are not renewable. To obtain a new temporary non-teaching certificate as school census and attendance officer, one shall meet requirements for and receive a new temporary elementary school certificate, a new temporary elementary-secondary school certificate, or a new temporary secondary school certificate.

INTER-STATE RECIPROCITY

The term *sending state*, as used in this plan, hereafter shall mean the state from which the applicant comes as a transfer. The term *receiving state* shall mean the state to which teacher is transferring, which will be Oklahoma for purposes of this program.

A teacher's certificate, comparable to that which the applicant holds or for which he qualifies in the sending state, will be issued by the receiving state

when the following regulations are met.

GENERAL REGULATIONS

The applicant shall be a citizen of the United States of America or shall submit official evidence of the possession of a valid declaration of intention at the time of application.

The applicant shall have a bachelor's degree from a four-year college accredited at the time of graduation by the National Council for Accreditation of Teacher Education.

The applicant shall have completed an approved four-year teacher-preparation program, in an institution accredited by the National Council for Accreditation of Teacher Education at the time he graduated, of the same grade level and area of instruction as is specified on the application for the certificate requested.

The applicant shall qualify for or hold a teacher's certificate valid in the sending state of corresponding kind and rank to the one sought in the receiving state.

The applicant shall present a statement from a licensed physician, certifying the applicant to be in good health.

The applicant shall be recommended by the preparing institution as one of good character and general fitness to be licensed as a teacher.

The applicant shall have taught school a minimum of one year during the past five years immediately preceding the date of application or shall present evidence of having earned not fewer than eight semester hours of credit during that time.

A fee of one dollar is charged and shall accompany all applications.

Application for certification under this plan shall be made directly to the Administrator of the Section of Teacher Certification, State Department of Education, Oklahoma City, Oklahoma 73105.

Extension of validity, or renewal, of certificates issued under these regulations shall be subject to the same requirements which apply to other teaching certificates.

LIMITATIONS

Reciprocity, as provided in this plan, shall be operative only between the receiving state and such sending states as practice a like policy. It shall apply only to those applicants who have graduated from a regularly approved teacher-education program which is specifically accredited by the National Council for Accreditation of Teacher Education in states which have a like policy.

This policy shall relate only to the certification of classroom teachers, not including vocational agriculture, distributive education, or vocational homemaking teachers, and does not apply to the certification of school-service personnel such as administrators, supervisors, and guidance workers.

Endorsements of all such certificates issued, except temporary certificates, shall be limited to those areas of specialization in which the applicant has a major, provided that the usage of the certificate shall be subject to the policies, rules, and regulations of the Section of Instruction in the receiving state.

It shall be the obligation of the appropriate certification officer of the sending state to furnish to the Administrator of Certification of the receiving state such information, upon request, as he may require in processing application. Failure to receive the co-operation of the authorities of the sending state may necessitate rejection of the application.

Any fraud perpetrated or misrepresentation committed in connection with receiving a certificate under the terms of this plan shall be sufficient cause for voiding it.

No person whose teacher's certificate has been revoked in any state for cause shall be eligible to receive a teacher's certificate in Oklahoma under this plan.

INTERSTATE RECIPROCITY PROJECT

The Oklahoma State Board of Education has formally signed Interstate Reciprocity contracts with the states listed below. The term of the contracts expires October 1, 1974. The State Board of Education will negotiate contracts with eligible states in June of 1974 for the next five years.

Alaska	Maryland	Rhode Island
California	Massachusetts	South Dakota
Connecticut	Nebraska	Utah
Delaware	New Hampshire	Vermont
Florida	New Jersey	Virginia
Hawaii	New York	Washington
Idaho	North Carolina	West Virginia
Kentucky	Ohio	Wisconsin
Maine	Pennsylvania	

APPROVED CREDENTIALS

GENERAL STATEMENT

The holder of a valid teacher's certificate of any kind—elementary school certificate, elementary-secondary school certificate, secondary school certificate, professional school-service personnel certificate, or special certificate—shall be authorized to accept employment in the public schools of Oklahoma, to enter into contract with a local board of education, and to receive pay from public funds for services rendered. The kind of service he is authorized and permitted to render in an accredited school shall depend upon the kind and type of certificate held and shall be regulated by the approval credential.

The approval credential is a supplemental credential to the regular certificate and is based upon the certificate held and an official transcript of college credit. It lists the courses, by subjects, which the certificate holder is

authorized, by the Section of Instruction in the State Department of Education, to teach in an accredited school in Oklahoma.

All approval credentials and additions thereto shall be issued by the Director of Instruction except those for special education, which will be issued by the Administrator of Teacher Certification Section. All applications and requests for approval credentials and additions thereto, based upon certificates previously issued, should be filed directly with the proper division head. Applications based upon new certificates being sought should accompany the application for the certificate and filed according to regular procedure in making application for the certificate; however, the part of the application requesting the approval credential will then be referred to the proper authority for processing by the Administrator of the Section of Certification if the certificate be issued. No fee is charged for the approval credential.

The validity of the approval credential is coterminous with that of the teacher's certificate upon which it is based. Extension of validity is automatic when the teacher's certificate upon which it was originally issued is regularly renewed.

Effective Date. Starting with the beginning of the school year 1963-64, all instructional personnel of Grades K-12 in the accredited schools of Oklahoma shall be required to have an approval credential which includes the subjects which the teacher is assigned to teach. Those who have valid teaching certificates, who expect to teach in 1963-64 and subsequent thereto, should make application for their approval credential.

CRITERIA FOR ISSUANCE

An appropriate teaching certificate (as used in this section) is considered to be an Oklahoma teacher's certificate which authorizes the holder to teach on that grade level.

ELEMENTARY SCHOOL

The teacher shall have a valid Oklahoma elementary school certificate or an appropriate life certificate.

SPECIAL SUBJECTS IN ELEMENTARY OR SECONDARY SCHOOL ART

MAJOR ASSIGNMENT

The teacher shall have a valid Oklahoma elementary-secondary school certificate in the area of art or an appropriate life certificate with at least 24 semester hours in the area of art.

MINOR ASSIGNMENT

The teacher shall have a valid, appropriate teaching certificate with at least 18 semester hours in the area of art.

HEALTH AND PHYSICAL EDUCATION**MAJOR ASSIGNMENT**

The teacher shall have a valid Oklahoma elementary-secondary school certificate in the area of health and physical education or an appropriate life certificate with at least 24 semester hours in health and physical education. Not more than six semester hours in sports participation may be counted in the 24 semester hours.

MINOR ASSIGNMENT

The teacher shall have a valid, appropriate teaching certificate with at least 18 semester hours in health and physical education. Not more than six semester hours in sports participation may be counted in the 18 semester hours.

MUSIC**MAJOR ASSIGNMENT**

The teacher shall have a valid Oklahoma elementary-secondary school certificate in the area of music or a valid, appropriate life certificate with at least 24 semester hours in music.

MINOR ASSIGNMENT

The teacher shall have a valid, appropriate teaching certificate with at least 18 semester hours in the area of music.

**SPECIFIC REQUIREMENTS FOR
MAJOR OR MINOR ASSIGNMENT CREDENTIAL**

Appreciation. A minimum of four semester hours of music appreciation is required.

Instrumental. A minimum of 24 semester hours of music with emphasis in instrumental music is required to teach it on a major-assignment basis and 18 semester hours on a minor-assignment basis.

Theory. A minimum of four semester hours of theory of music is required.

Vocal. A minimum of 24 semester hours of music with emphasis in vocal music is required to teach it on a major-assignment basis and 18 semester hours on a minor-assignment basis.

**SECONDARY SCHOOL
AGRICULTURE (GENERAL)****MAJOR ASSIGNMENT**

The teacher shall have a valid Oklahoma secondary school certificate in the area of agriculture or an appropriate life certificate with at least 24 semester hours in agriculture or related fields (i.e., natural and physical sciences). At least 12 semester hours shall be in agriculture.

MINOR ASSIGNMENT

The teacher shall have a valid, appropriate teaching certificate with at

least 18 semester hours in the area of agriculture or related fields (i.e., natural and physical sciences). At least ten semester hours shall be in agriculture.

BUSINESS EDUCATION

MAJOR ASSIGNMENT

The teacher shall have a valid Oklahoma secondary school certificate in the area of business education or bookkeeping and clerical practice or an appropriate life certificate with at least 24 semester hours in business education.

MINOR ASSIGNMENT

The teacher shall have a valid, appropriate teaching certificate with at least 18 semester hours in business education.

**SPECIFIC REQUIREMENTS FOR
MAJOR OR MINOR ASSIGNMENT CREDENTIAL**

Bookkeeping (Accounting). A minimum of six semester hours of bookkeeping is required.

Business English. A minimum of 18 semester hours in business education is required with at least one college credit course in business English, or a minimum of 18 semester hours in language arts may be substituted.

Business Mathematics. A minimum of 18 semester hours in business education is required with at least one college credit course in business mathematics, or a minimum of 18 semester hours in mathematics may be substituted.

General Business. A minimum of 18 semester hours in business education is required with work in two or more of the following: accounting, business communications, business law, business mathematics; or a minimum of 18 semester hours in social studies with at least six semester hours in economics may be substituted.

Shorthand. A minimum of six semester hours in shorthand is required, three semester hours of which may be deducted for each shorthand course completed in high school provided that at least one college credit course shall be completed in this subject.

Typing. A minimum of six semester hours in typing is required, three semester hours of which may be deducted for each typing course completed in high school provided that at least one college credit course shall be completed in this subject.

Other Business Education Subjects. A minimum of 18 semester hours in business education is required with at least one college credit course in the subject taught.

FOREIGN LANGUAGE

MAJOR ASSIGNMENT

The teacher shall have a valid Oklahoma secondary school certificate in the area of foreign language or an appropriate life certificate with at least 24 semester hours in the language to be taught. Three semester hours may be

deducted from the 24 semester hours required for each high-school unit completed in the language taught with a limit of six semester hours thus deducted.

MINOR ASSIGNMENT

The teacher shall have a valid, appropriate teaching certificate with at least 18 semester hours in the language taught. Three semester hours may be deducted from the 18 semester hours required for each high-school unit completed in the language taught with a limit of six semester hours thus deducted.

HOME ECONOMICS (GENERAL)

MAJOR ASSIGNMENT

The teacher shall have a valid Oklahoma secondary school certificate in the area of home economics or an appropriate life certificate with at least 24 semester hours in home economics, including such courses as foods, nutrition, clothing, nursing, first aid, and child care, with a minimum of six semester hours in foods and nutrition if teaching foods and six semester hours in clothing and textiles if teaching clothing.

MINOR ASSIGNMENT

A valid, appropriate teaching certificate with at least 18 semester hours in home economics is required, including such courses as foods, nutrition, clothing, nursing, first aid, and child care, with a minimum of six semester hours in foods and nutrition if teaching foods and six semester hours in clothing and textiles if teaching clothing.

INDUSTRIAL ARTS

MAJOR ASSIGNMENT

The teacher shall have a valid Oklahoma secondary school certificate in the area of industrial arts or an appropriate life certificate with at least 24 semester hours in industrial arts.

MINOR ASSIGNMENT

The teacher shall have a valid, appropriate teaching certificate with at least 18 semester hours in industrial arts.

SPECIFIC REQUIREMENTS FOR MAJOR OR MINOR ASSIGNMENT CREDENTIAL

To teach general shop, mechanical drawing, metal work, and woodworking, a minimum of eight semester hours is required in each subject taught. Other related subjects require one college credit course in the subject taught.

LANGUAGE ARTS (ENGLISH)

MAJOR ASSIGNMENT

The teacher shall have a valid Oklahoma secondary school certificate in the area of language arts or an appropriate life certificate with at least 24 semester hours in language arts (English).

MINOR ASSIGNMENT

The teacher shall have a valid, appropriate teaching certificate with at least 18 semester hours in language arts (English).

**SPECIFIC REQUIREMENTS FOR MAJOR OR
MINOR ASSIGNMENT CREDENTIAL**

A minimum of six semester hours is required in each subject taught (e.g., American literature, English literature, journalism, speech). Library science may be taught by a teacher with a minimum of 18 semester hours in library science.

MATHEMATICS

MAJOR ASSIGNMENT

The teacher shall have a valid Oklahoma secondary school certificate in the area of mathematics or an appropriate life certificate with at least 24 semester hours in mathematics.

MINOR ASSIGNMENT

The teacher shall have a valid, appropriate teaching certificate with at least 18 semester hours in mathematics.

**SPECIFIC REQUIREMENTS FOR MAJOR OR
MINOR ASSIGNMENT CREDENTIAL**

One college course is required in each subject taught. Three semester hours may be deducted from the total hours required for either intermediate algebra, solid geometry, or trigonometry omitted in college because of work in the subject completed in high school, but the maximum deduction shall be three semester hours. Courses in basic mathematics, business mathematics, and methods of teaching mathematics shall be excluded toward meeting the above requirements.

PSYCHOLOGY

MAJOR ASSIGNMENT

The teacher shall have a valid Oklahoma secondary school certificate or an appropriate life certificate with at least 24 semester hours of psychology and related fields (i.e., counseling, guidance, sociology). At least six semester hours shall be in psychology.

MINOR ASSIGNMENT

The teacher shall have a valid, appropriate teaching certificate with at least 18 semester hours in psychology and related fields (i.e., counseling, guidance, sociology). At least six semester hours shall be in psychology.

SCIENCE

MAJOR ASSIGNMENT

The teacher shall have a valid Oklahoma secondary school certificate in the area of science or an appropriate life certificate with at least 24 semester hours in science.

MINOR ASSIGNMENT

The teacher shall have a valid, appropriate teaching certificate with at least 18 semester hours in science.

**SPECIFIC REQUIREMENTS FOR MAJOR OR
MINOR ASSIGNMENT CREDENTIAL**

Biology. A minimum of ten semester hours of biology is required.

Chemistry. A minimum of ten semester hours of chemistry is required.

General Science. A college credit course in biology and a college credit course in two of the following are required: chemistry, general physical science, or physics.

Geology. A minimum of ten semester hours of geology is required.

Physical Science. A college credit course is required in both physics and chemistry. A general physical science course may be substituted for one of the above courses.

Physics. A minimum of ten semester hours of physics is required.

SOCIAL STUDIES**MAJOR ASSIGNMENT**

The teacher shall have a valid Oklahoma secondary school certificate in the area of social studies or an appropriate life certificate with at least 24 semester hours of social studies.

MINOR ASSIGNMENT

The teacher shall have a valid, appropriate teaching certificate with at least 18 semester hours of social studies.

**SPECIFIC REQUIREMENTS FOR MAJOR OR
MINOR ASSIGNMENT CREDENTIAL**

Civics. Six semester hours of American history and government with credit in economics and sociology are required.

Democracy. College credit is required in two or more of the following: American history and government, economics, or sociology.

Economics. A minimum of six semester hours in economics is required.

Geography. A minimum of six semester hours in geography is required.

History and Government. College credit is required in such subjects as American history, ancient and medieval history, modern history, world history, and American government with a minimum of six semester hours in

each subject taught provided that a minimum of four semester hours of American history and government plus two semester hours of Oklahoma history (college credit, not State examination) shall be required to teach Oklahoma history.

Sociology. A minimum of six semester hours of sociology is required.

MISCELLANEOUS OR UNLISTED SUBJECTS

MAJOR ASSIGNMENT

The teacher shall have a valid Oklahoma secondary school certificate or an appropriate life certificate with at least 24 semester hours in the related area with at least one college credit course in the subject taught.

MINOR ASSIGNMENT

The teacher shall have a valid, appropriate teaching certificate with a minimum of 18 semester hours in the related area with at least one college credit course in the subject taught.

SPECIAL SUBJECTS IN SECONDARY SCHOOL AGRICULTURE (VOCATIONAL)

For either the major or minor assignment, the teacher shall have a valid Oklahoma special certificate endorsed in the area of agriculture (vocational).

DISTRIBUTIVE EDUCATION (VOCATIONAL)

For either the major or minor assignment, the teacher shall have a valid Oklahoma special certificate endorsed in the area of vocational distributive education.

INDUSTRIAL COOPERATIVE TRAINING

For either the major or minor assignment, the teacher shall have a valid Oklahoma certificate endorsed in the area of industrial cooperative training through the State Department of Trade and Industrial Education.

DRIVER AND SAFETY EDUCATION

MAJOR ASSIGNMENT

The teacher shall have a valid Oklahoma special certificate endorsed in the area of driver and safety education.

MINOR ASSIGNMENT

A minimum of three semester hours is required from each of the following specified areas:

1. General Safety Education
2. Driver and Traffic Safety Education I
3. Driver and Traffic Safety Education II

HOME ECONOMICS (VOCATIONAL)

For either the major or minor assignment, the teacher shall have a valid

Oklahoma special certificate endorsed in the area of home economics (vocational).

SPECIAL EDUCATION FOR EXCEPTIONAL CHILDREN

MAJOR ASSIGNMENT

The teacher shall have a valid Oklahoma special certificate in the area of special education for exceptional children.

MINOR ASSIGNMENT

The teacher shall have completed college work in the area of specialization with emphasis on the type of special education for which the approval credential is sought, the number of semester hours being equal to or more than that required for certification.

TRADE AND INDUSTRIAL EDUCATION

In addition to having a valid Oklahoma special certificate endorsed in the area of trade and industrial education, the teacher shall have completed work in specific professional training to be taught, as required by the Oklahoma State Plan for Vocational Education.

TECHNICAL EDUCATION

For either the major or minor assignment, the teacher shall have a valid Oklahoma special certificate endorsed in the area of vocational technical education.

APPENDIX SPECIAL RULES FOR THE ADMINISTRATION OF THE CERTIFICATION PROGRAM

In the event an applicant for a standard teacher's certificate of any kind completed the bachelor's degree or a higher degree prior to the completion of requirements for the standard certificate for which he is currently applying, the general education requirements shall be considered as fulfilled if a total of 50 semester hours in general education, distributed in accordance with the minimum essentials for an approved certificate program of the kind of certificate sought, have been completed, whether or not the work conforms to the work in general education required for the completion of an approved certificate program in any given college. This provision does not affect the requirement in American history and government as stated in Requirements for Certification.

The holder of a standard teaching certificate of any kind—elementary school certificate, elementary-secondary school certificate, or secondary school certificate—when seeking a standard certificate of another kind or one of the same kind of a different type, shall meet current requirements for the new standard certificate being requested.

A student who has been formally admitted into teacher education and begins work in an approved teacher-certificate program may complete that program and be eligible to receive the certificate if all conditions be met regardless of changes in requirements which may have occurred after he began his work, provided progress in completing the program is achieved at a normal

3. Are teachers and administrators in private and parochial schools required to hold certificates?

No. Except that in case they desire their school to be accredited, all teachers and administrators shall hold appropriate certificates.

4. Who is required to hold an administrator-type certificate?

Any person who serves as a county superintendent, a school district superintendent, or as an administrative principal of either an elementary or a secondary school shall hold a valid administrator-type certificate appropriate to the position occupied. (An administrative principal is one who teaches less than 50 percent of the normal school day.)

5. Is a substitute teacher required to hold a certificate?

Not if he teaches only 20 days or less during a school year, "No substitute teacher shall be employed for a total period of time in excess of twenty (20) days during a school year unless he is the holder of a valid certificate and has a written contract as for a regular teacher." (Article VI, Section 84, paragraph b, p. 63, *School Laws of Oklahoma*, 1970.)

6. Where do the authority and responsibility lie for the certification of teachers and administrators?

The State Law of Oklahoma vests, in the State Board of Education, complete authority and responsibility in all matters pertaining to standards, qualifications, and certification of teachers, including administrators.

7. Can one who does not hold a valid teacher's certificate enter into a contract with a school district board of education as a teacher?

No. Such a contract will be invalid.

8. Through whom is application for a certificate made?

Normally, applications shall be filed through the college at which the latest work was completed; however, when less than eight semester hours applicable to the preparation program involved by the certificate sought were completed at such college, the application should be filed through the college where the major portion of requirements were met. Those who did their work outside of Oklahoma should send their applications directly to the Administrator of the Teacher Certification Section in the State Department of Education.

9. Are life certificates valid?

Yes. The issuance of life certificates was discontinued October 1, 1950, but all life certificates issued prior to that date retain their validity. The life certificate continues to be a valid license to teach school in Oklahoma but does not qualify the holder to participate in State aid funds unless the holder has a bachelor's degree.

10. Does Oklahoma have a reciprocity agreement on teacher's certificates with certain other states?

Yes. It is based upon completion of a four-year teacher-education program in an institution accredited by the National Council for Accreditation of Teacher Education.

11. Is college credit in American history and government required?

Yes. Six semester hours of credit in American history and government are required for standard teacher's certificates as a part of the general education requirement. This is considered to mean a standard college course or courses in United States of American history and government. It is not required for the provisional or the temporary certificate.

12. Is there any special requirement in addition to American history and government?

College credit in Oklahoma history is required for all Standard Social Studies teaching certificates.

13. What is meant by *high school* as used in this handbook?

Wherever the term *high school* is used in this bulletin, Grades 9-12 inclusive are meant. This is true regardless of the grade placement in the school system's organization.

14. What entitlement is received when a certificate is obtained?

A teacher's certificate entitles the holder to legally contract and serve as a teacher in the schools of Oklahoma. Further entitlement and limitations imposed depend upon the approval credential held, which is issued by the Division of Instruction in the State Department of Education.

15. Is military service counted as experience in meeting certification requirements?

Yes. Military service may be counted in lieu of teaching experience in meeting requirements for the renewal of standard teacher's certificates except those endorsed for administrator. It may not be counted in any other instance connected with certification.

16. Are applicants who did their teacher preparation outside of Oklahoma required to have the recommendation of the preparing institution?

Such a statement from the applicant's college, declaring the applicant to possess the character and general fitness to be licensed as a member of the teaching profession, may be required at the discretion of the Administrator of the Section of Certification in the State Department of Education. (Such a statement shall accompany all applications submitted by those taking their college work in Oklahoma.)

17. Are all applicants for standard certificates after July 1, 1976, required to have completed a course of two or more semester hours in the education of the exceptional child?

Yes, all includes classrooms teachers, administrators, counselors, psychologist, nurses, and etc.

rate as determined by the director of teacher education for the institution in which the student completed the program.

Where application is made for two or more certificates at the same time, which will have identical expiration dates necessitating the use of only one certificate form in issuing them, a single fee of only one dollar to the State Board of Education is charged. If conditions of issuance be such as to require the use of more than one certificate form, a separate fee of one dollar to the State Board of Education will be due for each form used.

Any certificate or approval credential issued by the State Board of Education or its authorized agent will be cancelled if it was obtained by misrepresentation or fraud, it is discovered to have been issued through error, or for any reason it is found that the holder is not a qualified holder.

Certificates issued by authority of the State Board of Education may be revoked by them for willful violation of any rule or regulation of the State Board of Education or any Federal or State law or other proper cause, but only after sufficient hearing has been given before the State Board of Education.

All applicants making initial application for Standard certification as of July 1, 1976, shall have completed a two or three semester hours of credit in Psychology of the Exceptional Child.

Duplicate certificates may be obtained by making application and paying the one-dollar fee to the State Board of Education.

Change of name on a certificate may be done at any time by making application for a duplicate certificate to be issued under the new legal name. The official certification record will be brought up to date, including change of name, at any time upon request.

Transcripts sent as a part of an application for a certificate constitute the major basis for allowing or disallowing teacher credentials. Since the transcript becomes a vital part of the certification record, it cannot be returned. Transcript-duplication service is not available.

No person whose teacher's certificate has been revoked in this or any other state shall be issued a certificate except by special act of the State Board of Education.

INTERPRETATIONS—QUESTIONS AND ANSWERS

1. Are all teachers required to hold a certificate?

Yes. Anyone employed as a teacher in the public schools and accredited private and parochial schools of Oklahoma shall hold a valid Oklahoma teacher's certificate.

2. Who is a teacher?

A teacher is defined as any person employed to serve as district school superintendent, county superintendent, principal, supervisor, counselor, classroom teacher, librarian, school nurse, or in any other instruction, supervisory, or administrative position on a state, county, or local school district level.